



CITY OF SPRINGVILLE
Building & Zoning
Department

P.O. Box 948
 151 Industrial Drive
 Springville, AL 35146
 205-467-2312
 permit@cityofspringville.com

SIGN PERMIT APPLICATION

BUSINESS INFORMATION:	
Business Name:	Contact Person:
Physical Address:	Phone #:

PROPERTY OWNER INFORMATION: <i>(If different than Applicant)</i>	
Name:	Tax Parcel ID #:
Address:	Phone #:

SIGN CONTRACTOR INFORMATION: <i>(Must have City of Springville Business License)</i>	
Business Name:	Business License #:
Address:	Email:
Contact Person:	Phone #:

SIGN INFORMATION TO BE SUBMITTED: *See Local Zoning Ordinance # 2011-12, Article XI, Sections 21-34 signs permitted in specific zoning districts										
<input type="checkbox"/> Sign Type (Wall, Pole, Etc.)	Total Cost of Sign:									
Zoning District of Business:	Business Located in the Historical District: <input type="checkbox"/> No <input type="checkbox"/> Yes, additional approval may be required									
<input type="checkbox"/> Detailed Sign Drawings (XI-6.3.3): <table border="0" style="width:100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Dimensions</td> <td><input type="checkbox"/> Sign Material</td> <td><input type="checkbox"/> Electrical – Licensed Contractor must pull a separate Electrical Permit</td> </tr> <tr> <td><input type="checkbox"/> Size</td> <td><input type="checkbox"/> Supporting Structure</td> <td><input type="checkbox"/> Other if applicable</td> </tr> <tr> <td><input type="checkbox"/> Height</td> <td><input type="checkbox"/> Structural Mounting System</td> <td></td> </tr> </table>		<input type="checkbox"/> Dimensions	<input type="checkbox"/> Sign Material	<input type="checkbox"/> Electrical – Licensed Contractor must pull a separate Electrical Permit	<input type="checkbox"/> Size	<input type="checkbox"/> Supporting Structure	<input type="checkbox"/> Other if applicable	<input type="checkbox"/> Height	<input type="checkbox"/> Structural Mounting System	
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<input type="checkbox"/> Plot Plan (XI-6.3:4-6): <table border="0" style="width:100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Location</td> <td><input type="checkbox"/> Distance to all rights-of-way</td> <td><input type="checkbox"/> Pavement edge</td> </tr> <tr> <td><input type="checkbox"/> Existing Signs</td> <td><input type="checkbox"/> Lot or tract of land upon which it is to be situated</td> <td><input type="checkbox"/> Thoroughfares to which the sign is to be directed</td> </tr> <tr> <td><input type="checkbox"/> Streets</td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/> Location	<input type="checkbox"/> Distance to all rights-of-way	<input type="checkbox"/> Pavement edge	<input type="checkbox"/> Existing Signs	<input type="checkbox"/> Lot or tract of land upon which it is to be situated	<input type="checkbox"/> Thoroughfares to which the sign is to be directed	<input type="checkbox"/> Streets		
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TO BE COMPLETED BY BUILDING & ZONING DEPARTMENT:		
Permit Fee:	Receipt #	Date:
Approval by Historical Commission: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Approved By:	Permit #:

If you have any questions, please contact the Building & Zoning Department
 at 205-467-2312 or email us at zoning@cityofspringville.com

Article XI - Sign Regulations
Section 6 - Permits and Fees (pages 155-156)

XI-6.1. Permits and Fees. Except as otherwise provided in this Article XI, Section 5 Exempt Permits and Signs, it shall be unlawful for any person to erect, construct, enlarge, move, alter or convert any sign, sign area, or sign face in the City of Springville, or cause the same to be done, without first obtaining a sign permit for each such sign from the Planning and Zoning Department as required by this Ordinance. Fees for sign permits shall be specified in the City of Springville Building and Construction Fee Ordinance.

Ordinance No. 2021-16:

Signs – Calculated at \$7.00 for each \$1,000.00 of sign cost, plus \$28.00 issuance fee, with a minimum valuation of \$1,000. Any fraction thereof will be rounded to the nearest \$1,000.00

XI-6.2. Application for Permit. Upon issuance of a sign permit by the Planning and Zoning Department, it shall be unlawful to change, modify, alter, or otherwise deviate from the terms and conditions of the duly issued and recorded permit without prior approval of the Planning and Zoning Director, or duly authorized designee. A written record of such approval shall be entered upon the original permit application and maintained in the files of the Planning and Zoning Department.

XI-6.3. Application. Application for a permit shall be made to the Planning and Zoning Department on the application form provided by the department and shall be accompanied by such information as required to assure compliance with appropriate laws and regulations as adopted and amended by the City of Springville. Information required for a sign permit shall include, but not limited to the following:

1. The name, address, tax parcel identification number, telephone number of the owner or persons entitled to possession of the sign, and the sign contractor.
2. The street address and location of the proposed sign.
3. Detailed drawings showing the dimensions, supporting structure, size, height, electrical wiring and components, sign materials, and detailed structural mounting system. When required by the Building or Zoning Official, design calculations and drawings shall be stamped and signed by a professional architect or engineer licensed to practice in the State of Alabama. Signs and support structures for signs shall comply with applicable building codes as adopted and amended by the City of Springville.
4. A complete inventory and description of existing signs on the premises.
5. The proposed location of the sign in relation to the building or development it serves.
6. The proposed location of the sign in relation to the boundaries of the lot or tract of land upon which it is to be situated, including the distance to all rights-of-way, pavement edge, and of streets or thoroughfares to which the sign is to be directed