

Permit Application Procedures & Submittal Requirements for
Sign Permit

Knox County Code Administration & Inspection

Phone: (865) 215-2325

Fax: (865) 215-4255

SCOPE: This document is to be used for all permit applications for signs in Knox County.

APPLICATION

1. Applicant must obtain their *CLT Map and parcel number* corresponding to the property to be permitted. This information can be found on the owner's tax notice or at the Property Assessors office on the 2nd floor of the City-County Building or call (865) 215-2360.
2. Applicant must give the full *business name and address* of the sign location.
3. Applicant must give the *owners and contractors name*, address, phone and fax numbers and contractor license number when required.
4. Proof of *Workman's Compensation* must be submitted at time of permit application.
5. The *estimated valuation* of construction is required.
6. The property owner's *written permission* is required for off-premise signs.
7. A Stamped *Approved Plan* is required from M.P.C. for any new sign in the PC or SC zone. Contact M.P.C. at (865) 215-2500.
8. A *Certificate of Appropriateness* is required from the Tennessee Technology Corridor Development Authority for any new sign in the Technology Overlay zone. Contact M.P.C. at (865) 215-2500.

PLAN REVIEW

1. Two site plans are required showing the location of existing and proposed signs with dimensions from the proposed sign to the property lines and to other signs. The road frontage and building frontage must be on the plan as well.
2. Two sets of plans showing the sign, supporting structure and foundations are required. These plans must be sealed by a *State of Tennessee Licensed Engineer* for signs over 20 feet tall or more than 32 square feet in area.
3. **Applicable codes enforced:**
 - Zoning Ordinance for Knox County
 - 2006 International Building Code

ISSUING PERMIT

1. When all required information and drawings are submitted and approved the applicant will sign the permit and pay the fees then the permit will be issued. Approval of most permits will be at the time of application unless a pre-permit field inspection is required as for off-premise signs which may take up to 10 days.
2. A copy of the permit and the approved drawings are given to the applicant and should be kept on the job site.

INSPECTIONS

1. No inspections will be allowed prior to the issuance of the permit.
2. The permit holder is responsible for scheduling an inspection through the Code Administration office when the foundation is ready to pour. The inspector will check the setbacks, the minimum distance between signs and that the foundation is as the plan shows. Please allow 24 to 48 hours lead-time for this inspection. Phone (865) 215-2325 to schedule.

NOTE: FOR EACH REJECTED INSPECTION THERE WILL BE A \$30.00 REINSPECTION FEE