AGENDA

1. Sign Application Process
2. Sign Requirements
3. Question & Answer

Plans Review & Inspections Department

Sign Permit Process Changes

Wednesday, August 11, 2021

Public Works Service Center
Community Room
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WHY?

- Standardize the process
- Currently one city staff handles sign applications
- How long takes to receive a sign permit
- Accountability
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Plans Review & Inspections is now 100% online. Please follow the instructions below, fill it out, and return the form by email.

We process all applications in the order received.

Permit Applications
- Plans Review and Building Permit Application
- Changes After Permit [PDF]
- Electrical Permit Application [PDF]
- Low Voltage - Electrical Permit [PDF]
- Gas Permit Application [PDF]
- Mechanical Permit Application [PDF]
- Plumbing Permit Application [PDF]
- Sign Permit [PDF]
- Temporary Use Permit Application
- Demolition Permit & Affidavit [PDF]

Other Forms
- Building Code Modification Request Form [PDF]
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The City of Knoxville's plans review process is now 100% digital.
Please fill out the following application completely. Applications will only be accepted if the required fields are completely filled out. Once processed, we will email the contact on the application a link to upload plans. All applications must be emailed to BLDG inspections@knoxvilleetn.gov

INSTRUCTIONS

PROJECT INFORMATION

Work Site Address (Required): 
Knoxville, TN, Zip Code:

CONTACT INFORMATION

Applicant/Contact Name (Required):
Mailing Address (Required):
City, State, Zip (Required):
Phone Number (Required):
Email (Required):

Contractor Name:
State License Number:
Property Owner Name:
Mailing Address:
City, State, Zip:

PROJECT DESCRIPTION (Required)
(Please provide a detailed description of the work to be performed and indicate the trade work associated with the project)

- [ ] Site Work
- [ ] Electrical
- [ ] Plumbing
- [ ] Gas
- [ ] Mechanical
- [ ] Sign

Click on the [ ] next to the desired trade work to select it.
1. Applicant emails completed building permit application to bldginspections@knoxvilletn.gov

2. Staff enters application into permitting system in order received. Usually within one to two business days.

3. Email sent to applicant with a link to upload plans to Knox Plans (City’s online digital software for plans review). Instructions are provided.

4. Applicant must call to pay for plans review fee. No plans are put in review until fee has been paid.

5. Initial review cycle takes approximately 10 business days.

6. Once review completed, applicant will receive an email of approval or disapproval along with next steps.
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1. Once plans are approved, please call 865-215-3669 to pay the permit fee over the phone. We will require proof of licensure and worker’s compensation.

2. Staff will email receipt for payment, building permit, and inspection scheduling pamphlet to contact on application.

3. Once work is ready to be inspected, call IVR inspection scheduling line for an inspection. Scheduling is available between 8:00am and 11:00pm. Same day scheduling is not available.

4. Daily inspection schedule is posted on our website by 8:30am every day. Please check here to get in touch with your inspector, if needed.

5. Once the final inspection is approved, you will be emailed a Certificate of Completion by our staff.
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### SIGN PERMIT REQUIREMENTS

Submitted plans must include the following:
- A detailed site plan of the property drawn to scale, showing all existing and proposed freestanding signs, buildings, parking areas, and driveway entrances to the site (Article 16.11.A.4.a).
- Total square feet of existing signage to remain and proposed signage on the parcel where the proposed sign(s) are to be erected (Article 16.11.A.4.b).
- For all detached signs located in the front yard, a landscape area of at least one-half the area of the sign must be provided and maintained around the base structure of the detached sign. Plant materials used in the landscape area must have a mature height of less than 62 inches (Article 13.5.F).
- Foundation Details: 1) Scaled and dimensioned foundation details with length, width, and depth of sign footing, 2) Details of any reinforcement or special installation requirements. In accordance with International Building Code requirements, provide all design loads associated with the footing detail (2016 International Building Code, Chapter 16).
- Building Elevations: 1) Scaled and dimensioned elevation of the building from which the proposed sign areas are calculated (Article 2.4.A.N.1.a.v.i). 2) Scaled and dimensioned elevation of building showing size and installation location of all proposed signs.
- Renderings: 1) Standardized and dimensioned full color renderings of the sign design, 2) Specifications and construction details, including a detail showing method of support/attachment (side view) and material details.
- All round posts, poles, signs, lights, banners, or other supporting structures that are a part of a detached sign must be constructed, covered, or finished in a shape that is not round and that obscures the round posts from public view, provided however that this covering requirement does not apply to billboards or signs in a roadway, as determined by the City Engineer (Article 13.5.F).
- A design prepared and sealed by a State of Tennessee licensed design professional is required when: 1) any portion of a sign is 20' or more above ground level or 2) any portion of the sign is 15' above ground level and the sign is more than 120 square feet in total sign face area (Tennessee Board of Architectural and Engineering Examiners).
- A completed electrical permit when sign permit package includes illuminated signs.

### SIGN INFORMATION

- Rules of measurement for signs are found in the City of Knoxville Zoning Ordinance Article 2.4.F. This includes how to determine sign area, how to calculate maximum allowable sign area, how to measure sign height, sign spacing and setbacks for detached signs.
- City of Knoxville Zoning Ordinance Article 12 - Signs provides the regulations applicable for general sign standards as well as those provided in specific zoning districts.
- Federally designated highways, in Tables 13.2-3 and 13.3-3 from the City of Knoxville Zoning Ordinance Article 13, Signs are Allora Highway (U.S. 129), Airport Highway (U.S. 129), Broadway (U.S. 411), Chapman Highway (U.S. 441),Clinton Highway (U.S. 259),Hollin Farm Drive (U.S. 11 & 70),Holly Street (U.S. 441),Kingston Pike(U.S. 11 & 70), Magnolia Avenue (U.S. 11 & 70), Neyland Drive (U.S. 11 & 70),and Rutledge Pike (U.S. 315).
- On a parcel and lots adjacent to road or street that are part of the state, a city, or highway system, only a monument of column signs is allowed provided the maximum sign height for such sign is six feet and the maximum sign area is 30 square feet (Article 13.9.F.1.b).
- Electronic Message Centers are prohibited with the following exceptions found in Article 13.9.G.
- Farm-based signs (South Knoxville and Cumberland Avenue), Downtown Knoxville districts (D-1 R, D-2 R, D-3 R, D-4 R, and D-5 R), and historic overlay districts require certificate of appropriateness with stamped plan approval from the Design Review Board be submitted for permit.

### INFORMATION TO INCLUDE ON PLANS

For Each Sign:
- Type of Sign (Grill, Wall, etc.)
- Illumination
- Delineating or Proposed
- Dimensions (Height x Length)
- Area (sq. ft.)
- Installation Height

For Entire Site:
- Total sq. ft. of existing signs
- Total sq. ft. of proposed signs
- Total sq. ft. of all signs on site
- Maximum allowed sq. ft. of signs

**Primary Building Elevations:**
- Height of primary building elevation
- Width of primary building elevation
- Square footage of primary building elevation
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The image contains a section from the City of Knoxville Code of Ordinances, specifically addressing the rules and measurements for signs. It includes detailed sections on how to measure sign areas, including considerations for detached and attached signs, and maximum allowed sign areas with illustrations of sign calculations.
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13.1 - GENERAL PROVISIONS

A. Purpose

The purpose of this section is to create a legal framework for a comprehensive and balanced system of sign regulation that will:

1. Implement the plans, policies, goals and objectives of the City.
2. Protect the health, safety and welfare of the citizens and businesses of the City.
3. Preserve the right of free speech and expression.
4. Provide for effective communication between people within the context of their environment.
5. Avoid visual clutter that may be harmful to traffic and pedestrian safety, property values, business opportunities and community appearance.
6. Facilitate effective way-finding throughout the City.
7. Provide clear and objective sign standards.
8. Provide an efficient and effective review procedure for sign applications.
9. Enable consistent and equitable enforcement of the regulations set forth in this Article.

B. Intent

With these purposes in mind, it is the intent of this Article to authorize the use of signs that are:
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Questions?

Email: bberry@knoxvilletn.gov