



City of Bay Minette

Sign Application

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM_Planning@ci.bay-minette.al.us

OFFICE USE ONLY

S- _____

Are you the property owner? Yes No (If you are not the property owner you must submit an Agent Authorization Form signed by the property owner)

Applicant Name: _____ Email: _____

Contractor Name: _____ Business License #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Email: _____

Site Information

Business Name: _____ Business License #: _____

Parcel ID No.: _____ PPIN No.: _____

Physical Address (E-911): _____

Building / Wall Sign

Linear Dimension of the main or entrance façade: _____

Are there any existing signs on the same property and/or building on which the sign is to be located?

Yes No If YES, include the following information- Submit separate sheet if needed:

Number: _____ Total Display Area: _____

Type of sign(s): _____

Location of sign(s): _____

DIGITAL or ILLUMINATED Signs:

Type: _____ Intermittent or Static: _____

Direction of Lighting: _____ Intensity: _____

Hours of Illumination: _____ Message Movement: _____ times per day

Placement: _____

Submittal Requirements

_____ Sign Application and Fee

_____ Sign Rendering/Drawing

_____ Agent Authorization Form (if person other than property owner is applying)

_____ Site Plan – indicating the proposed location of the sign to be erected and the setbacks from property lines

_____ Construction and electrical specifications to determine that the sign meets all applicable structural and electrical requirements of the building code

Freestanding Sign

Dimensions of any supporting members: _____

Height of sign (measured from finished grade): _____

Dimensions and elevations of the sign: _____

Sign Message: _____

Are there any existing signs on the same property and/or building on which the sign is to be located?

Yes No If YES, include the following information- Submit separate sheet if needed:

Number: _____ Total Display Area: _____

Type of sign(s): _____

Location of sign(s): _____

DIGITAL or ILLUMINATED Signs:

Type: _____ Intermittent or Static: _____

Direction of Lighting: _____ Intensity: _____

Hours of Illumination: _____ Message Movement: _____ times per day

Placement: _____

Submittal Requirements

_____ Sign Application and Fee

_____ Sign Rendering/Drawing

_____ Agent Authorization Form (if person other than property owner is applying)

_____ Site Plan – indicating the proposed location of the sign to be erected and the setbacks from property lines including the location of the sign in relation to: ● Public right-of-way ● Sight distance triangles
● Easements ● Buildings ● Other signs on the property

_____ Construction and electrical specifications to determine that the sign meets all applicable structural and electrical requirements of the building code

This certificate is valid for 180 days after date of issuance. I hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this permit and any work performed will be at the risk of the applicant.

Applicant Signature: _____ Date: _____

Sign Fees

Application Fee: \$25.00 +

Sq. Feet _____ X \$1.00 = _____

Total \$ _____ Paid: Cash Credit Card Check # _____

Office Use Only

Zoning: _____ Approved Denied

Comments: _____

Reviewed by: _____ Date: _____