

**INFORMATION NEEDED TO COMPLETE  
SIGN PERMIT APPLICATION  
FOR IN-LINE LEASE SPACES**

1. LETTER FROM LANDLORD/PROPERTY OWNER GIVING APPROVAL AS TO THE LOCATION AND DESIGN OF THE SIGN(S).
  
2. SITE PLAN SHOWING LOCATION OF THE SIGN(S) – SEE EXAMPLE
  
3. SAMPLE PICTURES OR DRAWING SHOWING SIGN(S) – SEE EXAMPLE
  
4. SIZE OF SIGN(S) -- LENGTH X WIDTH
  
5. YOU MUST PROVIDE THE LINEAR FOOTAGE OF YOUR SPACE – SEE EXAMPLE

**\*\*\*NOTE: YOUR PROPOSED SIGN MUST COMPLY WITH ALL OLIVE BRANCH ZONING CODES AND DESIGN REVIEW STANDARDS.**

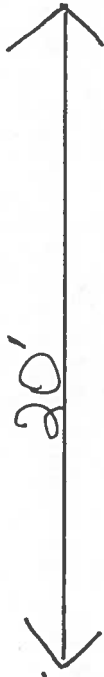
The permit fee is based on the square footage of the sign.

\$2 per square foot + \$1 recording fee

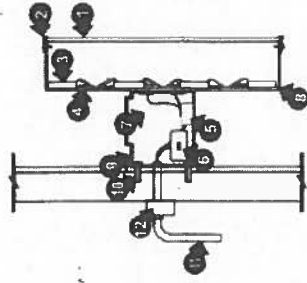
Once you have submitted items 1-5 above along with the completed permit application and fees, your application will be reviewed. If the Building Official determines that the sign meets code and design standards, a permit will be issued.

# EXAMPLE

Linear Footage of Space



FABRICATE & INSTALL (1) SETS OF CHANNEL LETTERS. WHITE ACRYLIC FACES W/ TRANSLUCENT VINYL OVERLAYS IN PMS# 485C RED & PANTONE @ 432U - SPECIAL DARK GRAY ON INNER RINGS OF LOGO, AGENT NAME TO HAVE PERFORATED BLACK VINYL ON FACE (BLACK IN DAYLIGHT / WHITE AT NIGHT) 1" TRIM CAP PAINTED 432U - SPECIAL DARK GRAY, ALUMINUM RETURNS PAINTED PANTONE @ 432U - SPECIAL DARK GRAY LETTERS INTERNALLY ILLUMINATED BY WHITE LED LIGHTS POWERED LED POWER SUPPLIES CONTAINED IN RACEWAY PAINTED TO MATCH FASCIA.



1. 3/16" ACRYLIC FACES
2. 1" TRIMCAP
3. 12 V. LED LIGHTS
4. 063 PAINTED ALUMINUM BACKS
5. LED POWER SUPPLY (W/ IN 100-240 V ac / V OUT 12.0 V ac)
6. DISCONNECT SWITCH ON RACEWAY END
7. 18 GAUGE WIRE PORCELAIN BUSHINGS
8. 048 ALUMINUM RETURNS
9. ALUMINUM RACEWAY PAINTED TO MATCH BUILDING.
10. NON-CORROSIVE ATTACHMENT HARDWARE
11. PRIMARY ELECTRICAL SUPPLY INSIDE CONDUIT
12. STANDARD ELECTRICAL JUNCTION BOX



CIRCUITS REQUIRED ONE (1) 20 AMP 120 VAC CIRCUIT DEDICATED TO SIGN ONLY  
SIGN MUST BE GROUNDED IN COMPLIANCE ARTICLE 880 OF NATIONAL ELECTRIC CODE

APPROVED BY:	DATE:
PROJECT: STATE FARM SIGNAGE TO BE PROVIDED AND INSTALLED BY CUSTOMER	DRAWING NO. 042815-01
CUSTOMER: State Farm Romaro Miller	DATE: 04-28-2011
SALESMAN: CHUCK CRAWFORD	DRAWN BY: C. Crawford
SCALE: 1/4" = 1'	DATE: 04-28-2011
1399 THOMAS ST., MEMPHIS, TN, 38107 PHONE: 523-1595 FAX: 5	