

Madison County

BUILDING INSPECTION DEPARTMENT

266-A SHIELDS ROAD HUNTSVILLE, ALABAMA 35811

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www.madisoncountyal.gov/inspection

Sign, Billboard and Communication Tower Permit Submittal Checklist and Information

- Obtain an address for the purposed project. Madison County Public Work: 256.746.2900
- A fully completed Sign, Billboard and Communications Tower Permit Application [click here](#)
- Submit two (2) complete and legible sets of construction plans, plus one (1) electronic PDF copy, an email may be sent to the reviewer once contacted or a thumb drive at time of submission.
- Construction Plans:
 - Engineered designed plans are required for all communication tower, billboard, tall monument or blade, pole, or pylon sign and similar structures. The plans are to be prepared Alabama licensed Professional Engineer and designed in compliance with the 2018 I-Codes and all corresponding loads, design standards and reference standards.
 - All submission types require plans showing elevation profiles, footing size, vertical construction details, cabinet details, trade (MEP) details, but may not require engineering for minor project.
- Site approval requirements:
 - For a new structure that disturbs the ground (i.e. communications tower), submit and receive civil site plan approval from Madison County Engineering (256.746.2925) [click here](#)
 - Regardless, if a site plan approval is not required by the Engineering Department; then a simple site plan showing the location all types of structures and distances measured from the outer-most-points of the structure in relation to the property line, along with the following site requirements.
 - Note: a minimum of 5 feet separation from a property line and/or right-of-way is required.
 - No part nor portion of structures are permitted to be built within the right-of-way.
 - An approved all-weather driving surface must be provided for new billboards and communication towers for fire apparatus access.
 - Identify if the project is within a defined FEMA flood zone ([click here](#)).
- Zoning and Exceptions:
 - No Zoning requirement are currently enforced within the Madison County jurisdiction, the local incorporated city jurisdictions within Madison County have zoning requirements, however the unincorporated areas of Madison County do not. Madison County does issue construction permits.
 - Be considerate of FAA & ADEM regulations, the signage density, interference, or obstruction of traffic signage or signaling, interference with driver's plain-of-view or are distracting, etc.
 - There are no permits necessary for minor maintenance, temporary banners, sign facing replacements, etc. Please email if there are any further questions.
- Provide a 1-page cost breakdown for the project including labor and material.
- Licensed Contractor's information (Alabama license, county business license, Certificate of Insurance showing Madison County as certificate holder), please complete this form ([click here](#)).

[Click here](#) currently adopted code resolution for the building codes and a simplified permit cost table.