



# Building Permits & Inspections Sign Permit Application

Chapter 63 - Sign Regulations - Ordinance #341-11-2015

PLEASE PRINT OR TYPE—INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

**Plan Submittal Shall Include:**

- 1. A dimensioned site plan showing,
    - i) Proposed location of sign
    - ii) Any / All easements located on the lot
    - iii) Location and distance from other freestanding signs
  - 2. An elevation of the sign showing industry specifications and construction details
  - 3. Dimensioned building elevations showing,
    - i) window and door dimensions
    - ii) total storefront dimensions
  - 4. Before and after renditions for existing signs.
  - 5. Engineered foundation plans for all freestanding signs
- NOTE: SIGNS ARE PROHIBITED WITHIN ANY EASEMENT**

Project Address: \_\_\_\_\_

Sign Square Footage: \_\_\_\_\_ Sign Valuation: \_\_\_\_\_

Sign Height: \_\_\_\_\_ ft. (Measured from adjacent grade to the top of the sign)

Will there be electric installed?  Yes  No

\*Setbacks (Freestanding Only): Left: \_\_\_\_\_ Right: \_\_\_\_\_ Rear: \_\_\_\_\_ Front: \_\_\_\_\_

\*Setbacks are measured from proposed sign to property lines (viewed from the street looking at the property)

**Property Owner:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor/Company:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Subcontractor:**

Electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby certify that the information shown above is true and correct and I agree to comply with all of the applicable city codes and ordinances, the laws of the State of Texas, and the approved plot, plans and specifications.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Permit Number \_\_\_\_\_ Date \_\_\_\_\_ Permit Fee \_\_\_\_\_

Type of Sign: \_\_\_\_\_ Reface:  Yes  No

Banner sign, Monument sign, Pole sign, Pylon sign, Wall sign, etc.

Zoning \_\_\_\_\_  PD \_\_\_\_\_  C/O \_\_\_\_\_  Easements = Yes No N/A

Footing Detail = Yes No N/A  Foundation Plan Submitted = Yes No N/A  Masonry = Yes No N/A

Misc. Notes/Handouts \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_