



Building Permits & Inspections Sign Permit

[Chapter 63 – Sign Regulations – Ordinance #341-11-2015](#)

PLEASE PRINT OR TYPE—INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Plan Submittal Shall Include:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. A dimensioned site plan showing, <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 3. Dimensioned building elevations showing, <ol style="list-style-type: none"> 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 <p>NOTE: SIGNS ARE PROHIBITED WITHIN ANY EASEMENT</p> |
|---|---|

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: _____

(Include City, State and Zip Code)

Contractor/Company:

Name: _____

Phone: _____

Address: _____

Email: _____

(Include City, State and Zip Code)

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: _____