SIGN PERMIT APPLICATION

ALL CONTRACTORS

MUST FIRST REGISTER (ONE TIME ONLY) THROUGH THE CITIZEN SELF SERVICE (CSS) PORTAL PRIOR TO COMPLETING THIS FORM

HELPFUL INFORMATION

Submittal Requirements: Completed application and detailed drawings of the following must be submitted in the **CSS Portal**: Wall Sign - Building elevation with sign placement, dimensions, square footage breakdown and electrical detail (if applicable) . Monument or Pole Sign – Site plan showing sign location, distance from property lines, utility easements; sign details, dimensions, square footage breakdown, electrical detail (if applicalble); Engineered plan for sign pole, pier or foundation. **Note: FORM SURVEY is required at foundation inspection. This list is not all inclusive, and some signs may require additional information.**

Temporary Banner - Fee: $25.00 per 30 Day period. Size: Maximum size is 50 Square Feet. Location: Banner must be attached and flushed against the building. Means of attachment cannot be seen from public right ow way. Ground Banners not allowed. Temporary Banners are allowed a maximum of four, 30 day periods per calendar year. You may apply for one, 30 day period or all four, 30 day periods (Must provide dates for all periods). Grand Opening permits - Allowed within 90 days from date of Certificate of Occupancy issuance and limited to seven days.

PROJECT INFORMATION

PROJECT STREET ADDRESS: _____

BUSINESS NAME: _____ SUITE NUMBER:_____

NUMBER OF SIGNS: _____ VALUATION OF WORK:_____

TYPE OF SIGNS(Check all that apply):

☐ Wall ☐ Monument ☐ Pole ☐ New ☐ Repair

☐ Temporary Banner / Grand Opening Provide Dates:

Building width: Lot width: Width of R.O.W.:

Height of sign on building in stories:

Sign text:

Size dimension(s) per sign:

☐ Check this box if sign requires electrical.

Electrical/Electrical Sign Contractor Name: TDLR#

Electrical/Electrical Sign Master Name: TDLR#

Phone:

APPLICANT/CONTRACTOR CONTACT INFO

NOTICE: AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE; OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. **ALL PERMITS REQUIRE FINAL INSPECTION.** I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Contractor Name:

Contractor Address:

Phone Number: Email Address:

Signature: Date:

Building Inspections Department
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This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email contactadacompliance@mckinneytexas.org Please allow at least 48 hours for your request to be processed.

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