



Sign Permit Application

Building Inspections

All contractors must be registered through the Citizen Self Service (CSS) Portal prior to completing this form.

HELPFUL INFORMATION

Submittal Requirements: Completed application and detailed drawings of the following: **Wall Sign:** Building elevation with sign placement, dimensions, square footage breakdown and electrical detail (if applicable). **Monument or Pole Sign:** Site plan showing sign locations, distance from property lines, utility easements; sign details, dimensions, square footage breakdown, electrical detail (if applicable). 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 attachments cannot be seen from public right of 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 for all four, 30-day periods (must provide dates for all periods). **Grand Opening Permits:** Allowed within 90 days from Certificate of Occupancy issuance and limited to seven days.

PROJECT INFORMATION

Project Street Address: _____ Suite #: _____

Business Name: _____ Phone #: _____

Number of Signs: _____ Valuation of Work: _____

Types of Signs (Check all that apply):

- Wall Pole New
- Monument Repair

Temporary Banner / Grand Opening Dates: From _____ To _____

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

Height of sign on building in stories: _____

Sign Text: _____

Size dimension(s) per sign: _____

Sign requires electrical: Yes No

Electrical / Electrical Sign Contractor Name: _____ TDLR#: _____

Electrical / Electrical Sign Master Name: _____ TDLR#: _____

APPLICANT / CONTRACTOR INFORMATION

Notice: An issued permit becomes invalid if the work of 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 Phone: _____

Contractor Address: _____ Contractor Email: _____

Signature: _____ Date: _____