



Sign Permit Submittal Guidelines

There are three main types of signs; attached wall signs, detached monument / pole sign, and temporary banner. Please read the requirements below for your specific sign type for general submittal requirements.

Please Note: All Signs must be submitted On-Line through the City of McKinney Self Service Portal (CSS)

Attached Wall Signs:

- Building elevation with sign placement, dimensions, and square footage breakdown
- Electrical detail
- Submit on-line through CSS Portal

Detached Monument / Pole Sign:

- Site plan showing sign location, distance from property lines, utility easements
- Sign detail, dimensions, square footage breakdown
- Electrical detail
- Engineering for the sign pole, pier, or foundation
- Please Note: Monument Signs must be framed in masonry material to match or be complimentary to the materials on the building
- Please Note: Form survey required at foundation inspection
- Submit on-line through CSS Portal

Temporary Banner:

- Building elevation with banner placement
- Banner detail with dimensions
- Time frame for banner to be displayed (30-day period, 4 times a year)
- Submit on-line through CSS Portal

This list is not all-inclusive, and some signs may require additional information. Any further questions should be directed to the Building Inspections Department at 972-547-7452.