Walk In Application
Sign Permit
(DO NOT FAX APPLICATION)

Please print clearly:

Applicant's Name: _____

Phone #: (____) _____ Fax #: (____) _____ Email: _____

Best way to deliver plan review comments: (check only one): □ Email □ Fax

(Note: If applicant is already a people record then the following information is not required)

Applicant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

TX Drivers License or other picture ID No:_____

Project Address:_____Suite:_____

Please check only one:

□ **Wall Sign**
□ **Pole Sign**
□ **Ground**
□ **Onsite Development**
□ **Menu Board**
□ **Directional**
□ **Directory**
□ **Awning**
□ **Billboard**
□ **Multi Tenant Ground Sign**
□ **Offsite Development**
□ **Other Undefined Sign**

Please check only one:

□ **New** □ **Repair** □ **Face Change**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

Print Name of Permit Applicant_____ DATE _____

Signature of Permit Applicant _____

Applicant is ___ Contractor, ___ Homeowner or ___ Authorized Agent

For future reference, your permit application number is ___ _____ SI. The review of your application will not start until all appropriate review fees have been paid, addresses verified and correct number and types of plans are received.

Please provide a brief description of proposed work: _____

_____

_____

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Attach to "Walk in Application".

For Sign type "**Awning"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces:

  □ Plan East □ Plan North □ Plan South □ Plan West
- Are you submitting an elevation drawing? _____ Yes _____ No
- Is this sign an electronic message center? _____ Yes _____ No
- Sign Square Footage: _____
- Width of Awning: _____
- Is this a multi-family complex? _____ Yes _____ No
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None

For Sign type "**Billboard"** provide the following information before an application may be submitted:

- Name of Business: _____
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces:

  □ Plan East □ Plan North □ Plan South □ Plan West
- Are you submitting an elevation drawing? _____ Yes _____ No
- What is the overall height of the sign from the grade at this location? _____
- Does this site contain pre-existing pole or ground signs? _____ Yes _____ No
- Sign Square Footage: _____
- Lineal Street Frontage: _____
- Side Set Back: _____
- Front Set Back: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None
- Are you submitting engineered drawings? _____ Yes _____ No

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For Sign type "**Directional Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces: □ Plan East □ Plan North □ Plan South □ Plan West
- Is this sign an electronic message center? _____ Yes _____ No
- What is the overall height of the sign from the grade at this location? _____
- Sign Square Footage: _____
- Side Set Back: _____
- Front Set Back: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None

For Sign type "**Directory Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces: □ Plan East □ Plan North □ Plan South □ Plan West
- Are you submitting an elevation drawing? _____ Yes _____ No
- Is this sign an electronic message center? _____ Yes _____ No
- What is the overall height of the sign from the grade at this location? _____
- Sign Square Footage: _____
- Side Set Back: _____
- Front Set Back: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None

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For Sign type "**Ground Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces: □ Plan East □ Plan North □ Plan South □ Plan West
- Is this sign an electronic message center? _____ Yes _____ No
- What is the overall height of the sign from the grade at this location? _____
- Does this site contain pre-existing pole or ground signs? _____ Yes _____ No
- Sign Square Footage: _____
- Lineal Street Frontage: _____
- Side Set Back: _____
- Front Set Back: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None

For Sign type "**Menu Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces: □ Plan East □ Plan North □ Plan South □ Plan West
- Are you submitting an elevation drawing? _____ Yes _____ No
- What is the overall height of the sign from the grade at this location? _____
- Does this site contain pre-existing pole or ground signs? _____ Yes _____ No
- Sign Square Footage: _____
- Lineal Street Frontage: _____
- Side Set Back: _____
- Front Set Back: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None

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For Sign type "**Multi-Tenant Ground Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces: □ Plan East □ Plan North □ Plan South □ Plan West
- Is this sign an electronic message center? _____ Yes _____ No
- What is the overall height of the sign from the grade at this location? _____
- Sign Square Footage: _____
- Side Set Back: _____
- Front Set Back: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None
- Are you submitting engineered drawings? _____ Yes _____ No

For Sign type "**Offsite Development Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces: □ Plan East □ Plan North □ Plan South □ Plan West
- Is this sign an electronic message center? _____ Yes _____ No
- What is the overall height of the sign from the grade at this location? _____
- Does this site contain pre-existing pole or ground signs? _____ Yes _____ No
- Sign Square Footage: _____
- Side Set Back: _____
- Front Set Back: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None

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For Sign type "**Onsite Development Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces: □ Plan East □ Plan North □ Plan South □ Plan West
- Is this sign an electronic message center? _____ Yes _____ No
- What is the overall height of the sign from the grade at this location? _____
- Does this site contain pre-existing pole or ground signs? _____ Yes _____ No
- Sign Square Footage: _____
- Side Set Back: _____
- Front Set Back: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None

For Sign type "**Pole Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Is this sign an electronic message center? _____ Yes _____ No
- What is the overall height of the sign from the grade at this location? _____
- Does this site contain pre-existing pole or ground signs? _____ Yes _____ No
- Sign Square Footage: _____
- Lineal Street Frontage: _____
- Side Set Back: _____
- Front Set Back: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None
- Are you submitting engineered drawings? _____ Yes _____ No

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For Sign type "**Wall Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Please check the direction the sign faces: □ Plan East □ Plan North □ Plan South □ Plan West
- Are you submitting an elevation drawing? _____ Yes _____ No
- Is this sign an electronic message center? _____ Yes _____ No
- Sign Square Footage: _____
- Is this a multi-family complex? _____ Yes _____ No
- Is this the only sign on this elevation? _____ Yes _____ No
- What is the total length of the proposed sign: _____
- Width of wall elevation: _____
- Height of wall elevation: _____
- Are you submitting a Cross Section Drawing? _____ Yes _____ No
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ Neon □ All other except Neon □ None

For Sign type "**Other Undefined Sign"** provide the following information before an application may be submitted:

- Name of Business: _____
- Is any other construction occurring concurrently on this site? _____ Yes _____ No
- Sign Construction Valuation-Declared: $_____
- Sign Square Footage: _____
- Will an existing branch circuit be utilized? _____ Yes _____ No
- Please check the type of sign illumination: □ All other except Neon □ Neon □ None
- Are you submitting engineered drawings? _____ Yes _____ No

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