



APPLICATION

SIGN PERMIT

Applicant Name*: _____

*A legible copy of a current government photo ID is required to be submitted by the applicant.

Phone: _____ Email: _____

Applicant's Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Applicant is: Contractor Authorized Agent

Staff use: Business Registration Number: _____ - _____ BR Expiration Date: _____

1. **Project Address:** _____

2. **Name of Business:** _____

3. **Which type of sign are you proposing?** Please check only one of the following sign types, each sign requires a separate permit:

Freestanding Signs (i.e. not attached to building)	Attached Signs (i.e. attached to building)	Other Signs (attached or freestanding)
<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Directory Sign
<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Projecting (Blade) Sign	<input type="checkbox"/> Directional Sign
<input type="checkbox"/> Multi-tenant Ground Sign	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Menu Board Sign
<input type="checkbox"/> Entryway Sign	<input type="checkbox"/> Canopy/Fascia Sign	<input type="checkbox"/> Other Undefined Sign _____ (fill in)
<input type="checkbox"/> Onsite Development Sign	<input type="checkbox"/> Marquee Sign	
<input type="checkbox"/> Billboard (Offsite Advertising)	<input type="checkbox"/> Building Identification Sign (only allowed for buildings of 3 or more stories)	

4. **Scope of Work:** Please check only one of the following three:

- Proposing a **NEW** sign
- CHANGING THE FACE** of an existing sign panel (i.e. are you **ONLY** replacing the lens within a sign cabinet?)
- REPAIRING/REPLACING** an existing sign

5. **Illumination.** Is the proposed sign internally illuminated? Yes No (If no, then proceed to **item 6.**)

a. **Type of sign illumination:** Neon LED/other

b. If the existing sign is internally illuminated, are you proposing to use an existing branch circuit?
 Yes No Not Applicable

c. Is there an existing **Electronic Message Center (EMC) on the sign?** Yes No

d. If no, are you proposing an EMC? Yes No

FOR OFFICE USE ONLY
 AMANDA Sequence Number: SI _____ - _____

- 6. Sign Construction Valuation-Declared: \$ _____
- 7. Sign Square Footage: _____
- 8. Is any other construction occurring concurrently on this site? Yes No
- 9. Is this a multi-family complex? Yes No

Freestanding Sign applications must answer questions 10 through 15.

- 10. Which side of the lot will the sign be installed?
 East North South West
- 11. Does this site contain pre-existing pole or ground signs? Yes No
- 12. From grade, what is the overall height of the sign at this location? _____ feet
- 13. Linear street frontage of lot: _____ feet
- 14. Setback from side property line: _____ feet
- 15. Setback from front property line: _____ feet

Attached Signs must answer questions 16 through 21.

- 16. Which side of the building elevation will the sign be attached?
 East North South West
- 17. Is this the only sign on this elevation? Yes No
- 18. Total length of the proposed sign: _____ feet
- 19. Width of wall elevation (For multi-tenant buildings, width of applying tenant space only)
 _____ feet
- 20. Height of wall elevation: _____ feet
- 21. Width of Awning (if applicable): _____ feet

Submittal Requirements

For Freestanding Signs

NEW signs	FACE CHANGE or REPAIR of signs
<ol style="list-style-type: none"> 1. Final Plat of the subject property, showing the proposed location of the sign and all other existing freestanding signs on that lot. Also show the spacing (in feet) between the signs. 2. Details of the proposed sign – include plan, elevation, and section, with material specifications and dimensions 3. For signs >8 feet in overall height, construction plans shall be signed and sealed by a professional engineer. 	<ol style="list-style-type: none"> 1. Site plan showing the location of the existing sign 2. Photograph of the existing sign 3. Graphic showing the before and after rendering (i.e. existing and proposed elevation of the sign), with dimensions and new material specifications, if any

For Attached Signs

NEW signs	FACE CHANGE or REPAIR of signs
<ol style="list-style-type: none"> 1. Site plan showing the location of the wall with proposed sign 2. Elevation of the subject wall with dimensions, including the proposed sign with dimensions 3. Cross-sectional detail of the proposed sign showing the attachment to the wall with material specifications and dimensions 4. For certain signs such as canopy, blade and building identification, stamped engineered drawings showing how the sign is structurally supported may also be required. 	<ol style="list-style-type: none"> 1. Photograph of the building wall elevation showing the existing sign requesting a face change/repair 2. Graphic showing the before and after rendering (i.e. existing and proposed elevation of the sign), with dimensions and new material specifications, if any

Fees

Sign Permit Fee (per the following table) shall be paid before issuance of the Sign Permit. This includes a non-refundable **Sign Review Fee of \$60.00**, which is required to be paid at the time of application.

Sign Type	Sign Permit Fee
Pole sign, Ground Sign, Multi-tenant Ground Sign, Entryway Sign:	
up to 50 square feet	\$125.00
greater than 50 square feet	\$250.00
Billboard:	
Static	\$650.00
Digital	\$1,500.00
Onsite Development Sign	\$90.00
Wall Sign, Projecting (Blade), Awning, Canopy/Fascia, Building Identification, Marquee, and Menu Board Sign	\$125.00
Directory Sign and Directional Sign	\$60.00

Annual Inspections are required for the following types of signs:

Sign Type	Inspection Fee
Digital Billboard	\$200.00
Electronic Message Centers incorporated within any sign type	\$150.00

In order to be approved for a sign permit, a business must also have:

- An Certificate of Occupancy approved or in review
- If you are applying for a new awning sign, and must install the awning, a Commercial Building Permit
- If you need to connect new wiring to light the sign (internally or externally) or for an EMC, an Electrical Permit

A separate permit is required for each sign that is to be installed/replaced.

All sign requirements can be found in Article 7 of the Unified Development Code, available to be viewed online at www.arlington-tx.gov/cdp/udc.

I hereby certify that I have read and examined this application and know the same to be true and correct.

Signature of Applicant: _____ Date: _____

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- Is the subject site within a Planned Development (PD) zoning? Yes No
- Is this a zoning "change of use" per the UDC use list? Yes No

If approved, stamp the Sign Plan(s) with: "CITY OF ARLINGTON APPROVED PLANS"

Reviewed by: _____ (staff signature) Date: _____