

MINIMUM SUBMITTAL REQUIREMENTS FOR SIGN PERMIT APPLICATION

Updated December 31, 2009



Ground Signs
 Wall Signs
 Off-Site Signs (Bill Boards)
 Pylon (Pole) Signs
 Temporary Development Signs

Completed Application	1	1	1	1	1			1 Required
Site Plan	2		2	2	2			2 Site plans
Engineers Design & Seal			2	2				2 Required
Elevation		2						2 Elevations
Sign Details	2	2	2	2	2			2 Details
ZBA Packet for SE ^a			1					1 ZBA Application

NOTE: Effective January 1, 2010, before the permit may be issued, 1 electronic copy and 1 paper copy of approved plans must be submitted. For additional details refer to Tech Bulletin entitled "Document Management"

^a Zoning Board of Adjustment application for a Special Exception

Site Plan = Scaled & dimensioned drawings showing property lines, easements, location of sign with respect to property lines.

Engineers Design & Seal = sign structure and foundation must be designed for wind speeds of 75 mph fastest wind speed and 90 mph 3 second gust wind speed.

Elevation = Provide scaled & dimensioned building or tenant space elevations & sign placement

Sign Details = Dimensioned sign details including sign materials and copy.

General Notes:

1. All electrical sign contractors and electrical contractors must be registered with the Texas Department of Licensing and Regulation and must furnish their TDLR electrical sign contractor or TDLR electrical contractors registration number upon registration with the City of Arlington.
2. All electric sign, cold cathode, neon gas tubing, and outline gas tubing permits must be obtained by a registered electrical sign contractor or a registered electrical contractor.
3. A permit for the installation and alteration of branch circuits which serve electric signs, cold cathode, neon gas tubing, or outline gas tubing must be obtained by a registered electrical contractor.
4. All electrical signs shall be inspected while on the ground and prior to the installation of the sign face