



SIGN PERMIT APPLICATION

Physical Address/Intersection:		Name of Project:		Within a NFIP Floodway: YES NO	
Abstract/Addition:		Acres/Block:	Lot(s):	Applicant/Owner Phone Number:	
Applicant/Owner:			Applicant/Owner E-mail:		
Mailing Address:		City:	State:	Zip:	
Property Owner's Name	Property Owner's Phone Number	Property Owner's Mailing Address & Zip		VALUATION (PARTS & LABOR)	

CLASS OF WORK	SIGN USE	STRUCTURE USE	WORK DESCRIPTION
<input type="checkbox"/> NEW	<input type="checkbox"/> Commercial Pole	<input type="checkbox"/> Wood	Street Frontage: _____ Linear ft
<input type="checkbox"/> ADDITION	<input type="checkbox"/> Monument Pole	<input type="checkbox"/> Brick/Concrete/Masonry	Pole Signs: _____ #Units _____ ft ²
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> Monument	<input type="checkbox"/> Metal	Monument: _____ #Units _____ ft ²
<input type="checkbox"/> REPAIR	<input type="checkbox"/> Wall	<input type="checkbox"/> Other: _____	Monument Pad: _____ Len. _____ width
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> Hanging	SIGN TYPE	
	<input type="checkbox"/> Secondary	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Wall Signs: _____ # Units _____ ft ²
	<input type="checkbox"/> Other: _____		Secondary Signs: _____ # Units _____ ft ²

Sign Contractor's Name	Sign Contractor's Phone #	Sign Contractor's Mailing Address	Texas Contractor's License #
Electrical/Ele. Sign Contractor's Name	Electrical Contractor's Phone #	Electrical Contractor's Mailing Address	Texas Contractor's License #
Other's Name	Other's Phone #	Other's Mailing Address	Texas Other's License #

Structural Engineer Name	Structural Engineer Phone #	Structural Engineer Mailing Address	Texas Engineering License #
Electrical Engineer Name	Electrical Engineer Phone #	Electrical Engineer Mailing Address	Texas Engineering License #

EXPIRATION

The permit shall expire by limitation and become null and void if the work authorized by the permit is not commenced within six months from the date of issuance of the permit.

- Before work can be recommenced, a new permit must be obtained.
- The fee for the subsequent permit shall be one-half of the amount required for the original permit, provided no changes have been made in the original plan specifications for the work and that the suspension or abandonment has not exceeded one year.

INCLUDED WITH APPLICATION
(please refer to back page for reference)

Site Plan Sign Detail
 Digital Plan Other: _____

CITY OF STEPHENVILLE USE ONLY

Received ____/____/____ .m.
 Approved ____/____/____ .m.
 Contacted ____/____/____ .m.
 Current Zoning Classification _____

NOTICE – PLEASE READ BEFORE SIGNING

A minimum 48-hour review period begins at 9:00 a.m. on the day following receipt of this application. No work shall be performed, nor any accepted until a permit has been issued.

Applicant Signature:	Applicants Name (Print):	Date:
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Prior to issuance of a Permit for the erection of any type of Sign, the following items should be submitted in the office of Building Inspector with an Application for Sign Permit. After receiving the necessary items, a review period consisting of 48 hours minimum will be necessary for the staff to review the application.

(NOTE: Measurement of the Sign – The area included within vertical and horizontal line projection of any logo, letters, or other symbols intended to be read together, composed of the total area of the message and any border, trim, or surface upon which the message is displayed. There may be several sign areas on the wall of a building depending upon how a sign is displayed.)

COMMERCIAL POLE, MONUMENT POLE, MONUMENT, & SECONDARY – STANDING SIGNS

- (1) A site plan containing the following:
 - (a) All lot lines and lot dimensions.
 - (b) All existing buildings and existing signs.
 - (c) Right(s) of way curbs.
 - (d) Edge of Right(s) of way pavement.
 - (e) Distances between lot lines, curbs, edge of pavement and signs (existing and proposed).
 - (f) Electrical service wiring.

- (2) A drawing of the sign containing the following:
 - (a) The dimensions of the sign itself
 - (b) The overall height of the sign measured from ground level to the top of the sign
 - (c) The sign message
 - (d) Electrical Schematic(s)

- (3) Drawings of all existing wall signs and / or canopy signs
(Drawings for these signs are explained below)

GENERAL LAYOUT OF THE SITE

WALL AND HANGING SIGNS (SITE PLAN MUST BE INCLUDED WITH WALL LAYOUT SUBMITTAL)

- (1) A site plan containing the following:
 - (a) All lot lines and lot dimensions.
 - (b) All existing buildings and existing signs.
 - (c) Right(s) of way curbs.
 - (d) Edge of Right(s) of way pavement.
 - (e) Distances between lot lines, curbs, edge of pavement and signs (existing and proposed).
 - (f) Electrical service wiring.

- (2) A drawing of the wall or hanging sign is to be placed, contain the following:
 - (a) The overall dimensions of the wall including height, length, etc.,(Facias may be included in the wall dimensions)
 - (b) The location of all existing and proposed signs including their overall dimensions
 - (c) The distance which the signs will project from the face of the wall.
 - (d) Electrical Schematic(s).
 - (e) The sign message.

GENERAL LAYOUT OF THE WALL

IN CERTAIN CONDITIONS, OTHER ITEMS MAY BE NECESSARY IN ADDITION TO THOSE LISTED ABOVE. YOU WILL BE NOTIFIED OF THOSE ITEMS AS THEY BECOME NECESSARY.