CITY OF AUSTIN Development SERVICES DEPARTMENT

Development Assistance Center – One Texas Center
505 Barton Springs Road, Austin, TX 78704; (512) 978-4000

Sign Permit Application

For Office Use Only

Application Date: _____

Case Number: _____

Please Print or Type. Only complete applications with all required documents will be accepted.
Note that one application is required for EACH sign.
To complete this form electronically: Open with Internet Explorer, then Click Here to Save and continue.

Sign Address: _____
Legal Description: _____
Parcel Number or Property ID: _____ Sign Owner: _____

Sign Company: _____ Contact: _____
Phone: _____ Fax: _____ Email: _____
Sign Company Address/City/Zip: _____

Proposed Advertisement: _____ Elevation (*select one*): ☐ North ☐ South ☐ East ☐ West
Description of Work to be Done: _____

Wall Sign (Building, Canopy, Awning)

Sign Face Dimensions (width x height): _____ Total Sign Face Area of This Permit: _____
Building Facade Dimensions (width x height): _____ Total Area of Existing Signs on Facade: _____
Electric Sign: ☐ Yes ☐ No (If Yes, an electric permit and inspection will be required to finalize the sign permit.)

Freestanding Sign, Roof Sign, Projecting Sign

Sign Face Dimensions (width x height): _____ Total Sign Face Area of This Permit: _____
Total Height of Sign: _____ Setback (distance from sign to property line): _____
Clearance Above Grade: _____ Linear Feet of Street Frontage: _____
Number of Other Freestanding Signs on this Property: _____ Size of Each Sign Support (pole, column, etc.): _____

Is this a Pad Site: ☐ Yes ☐ No | Roof Sign: ☐ Yes ☐ No | Registered Billboard (off-premise) Sign: ☐ Yes ☐ No

Electric Sign: ☐ Yes ☐ No (If Yes, an electric permit and inspection will be required to finalize the sign permit.)
Does electric service to the sign require a separate electric meter? ☐ Yes ☐ No ☐ Not Applicable

Signs must maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with specifications of the National Electrical Code, local code amendments, and all other applicable laws.

SAVE Form

Acknowledgment

Signature indicates that the property owner is aware of the application for a sign permit and that all of the above information is true and correct.

_____
Signature of Sign Company Representative

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Permit Fee: _____ Electric Permit Fee: _____ Plan Review Fee: _____ Date: _____ Receipt #: _____
Zoning: _____ Engineering Seal Required? ☐ Yes ☐ No Sign District: _____
Remarks: _____

☐ Approve ☐ Disapprove Zoning Review Analyst: _____ Date: _____
Update Submittal Date: _____
☐ Approve ☐ Disapprove Zoning Review Analyst: _____ Date: _____

Please see next page for Submittal Requirements and Sign Permit Information.

Sign Permit Process

Submittal Requirements

1. A completed *Sign Permit Application* – **one application for each sign**
   For legal description assistance call Travis Central Appraisal District (512) 834-9317, or Williamson County Clerk (512) 943-1515.
2. For all **Freestanding Signs, Roof Signs, and Projecting Signs**
   a. Construction drawing of the sign bearing the seal of an architect or engineer licensed by the State of Texas verifying the structural requirements of the City of Austin Land Development Code (LDC) Section 25-10-192(A). The drawing MUST include:
      1) **Height** of sign,
      2) **Details & Dimensions** of all structural and nonstructural members to include sign supports,
      3) **Details & Dimensions** of foundations and footing members, and
      4) **Advertising Area** of all sign facades.

   b. Complete site drawing **To Scale** that MUST include:
      1) **Location** of proposed sign and **Setback Distances** from sign supports to property lines fronting on a street,
      2) **Linear Feet** street frontage dimensions,
      3) **Locations** of all existing **Freestanding** signs on the same property, and
      4) **Locations** of ALL easements and/or utility lines within twenty feet of the proposed sign location.
3. For all **Wall and Awning* Signs**
   a. Construction drawing of the sign. The drawing MUST include:
      1) **Details & Dimensions** of structural and nonstructural methods of attachment or anchoring to the building, and
      2) **Advertising Area** of the sign.

   b. A drawing or photograph of the building facade that MUST include:
      1) **Dimensions** of the facade, and
      2) **Locations** and **Sizes** of all other signs on the building.

   *Building permit for awning must be existing before issuance of awning sign
4. **Sign Review Fee** (*MUST be paid at time of submittal*)
   Wall Signs, Freestanding Signs, Roof Signs: See Commercial Review and Permit Fees at http://www.austintexas.gov/department/fees
5. **Sign Permit Fee** (*paid at the time of permit issuance*)
   Sign Permit, Electric Permit, Development Services Surcharge: See Commercial Review and Permit Fees at http://www.austintexas.gov/department/fees

Sign Permit Information

1. Sign permits may only be issued to Outdoor Advertisers registered and insured with the City of Austin, except as noted in LDC Section 25-10-231. *Outdoor Advertising Registration Form* is available at http://austintexas.gov/page/development-assistance-applications#dac.
2. Electrical signs must be permitted and inspected in accordance with all applicable codes before the structural sign permit can be finalized (***electrical permits are required*** *for connection of electrical signs*).