



Development Services Department
APPLICATION FOR SIGN PERMIT
(PLEASE PRINT)

ONLY COMPLETE APPLICATIONS WITH ALL REQUIRED DOCUMENTS WILL BE ACCEPTED

APPLICATION DATE:

CASE NUMBER:

ADDRESS OF SIGN:		LEGAL DESCRIPTION TAX PARCEL I.D.#:	LOT	BLOCK
SIGN OWNER:		SUBDIVISION:		
SIGN COMPANY:	CONTACT:	PHONE:	FAX:	
SIGN COMPANY'S ADDRESS: (ADDRESS/CITY/ST/ZIP)		EMAIL:		
PROPOSED ADVERTISEMENT:		ELEVATION (CIRCLE ONE): NORTH SOUTH EAST WEST		

DESCRIPTION OF WORK TO BE DONE:

----- **WALL SIGN (BUILDING, CANOPY, AWNING)** -----

SIGN FACE DIMENSIONS:	TOTAL SIGN FACE AREA OF THIS PERMIT:	TOTAL AREA OF EXISTING SIGNS ON FACADE:
DIMENSIONS OF BUILDING FAÇADE (WIDTH X HEIGHT):	ELECTRIC SIGN : YES/NO (NOTE: IF YES, ELECTRIC PERMIT IS REQUIRED BEFORE ISSUANCE OF SIGN INSTALLATION PERMIT)	

----- **FREESTANDING SIGN, ROOF SIGN, PROJECTING SIGN** -----

SIGN FACE DIMENSIONS:	TOTAL SIGN FACE AREA OF THIS PERMIT:	TOTAL HEIGHT OF SIGN:
SETBACK OF SIGN? (DISTANCE FROM SIGN TO PROPERTY LINE):	CLEARANCE ABOVE GRADE:	LINEAR FEET OF STREET FRONTAGE:
IS THIS A PAD SITE? YES / NO	ROOF SIGN? YES/NO	ELEC? YES NO
REGISTERED BILLBOARD (OFF-PREMISE) SIGN? YES/NO	ELECTRIC SIGN : YES/NO (NOTE: IF YES, ELECTRIC PERMIT IS REQUIRED BEFORE ISSUANCE OF SIGN INSTALLATION PERMIT)	
WILL PROPOSED SIGN BE LOCATED WITHIN A P.U.E.? YES / NO IF YES, THE HOLDER OF THE PUBLIC EASEMENT MUST BE CONTACTED FOR CLEARANCE		

NOTE: 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

(SIGNATURES IN THESE BLANKS INDICATE 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	_____ SIGNATURE OF LICENSE ELECTRICIAN (REQUIRED FOR ELECTRICAL SIGNS) AUTHORIZATION FOR SIGN COMPANY TO PULL ELECTRIC PERMIT? YES/NO
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DEPARTMENT USE ONLY

PERMIT FEE:	ELECTRIC PERMIT FEE:	PLAN REVIEW FEE:	DATE:	RECEIPT#
GRID:	ZONING:	ENGINEERING SEAL REQUIRED? YES/NO	SIGN DISTRICT:	

REMARKS:

<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	ZONING REVIEW ANALYST:	DATE
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	ZONING REVIEW ANALYST:	DATE



Development Services Department

SIGN PERMIT PROCESS

SUBMITTAL REQUIREMENTS:

1. A completed "**APPLICATION FOR SIGN PERMIT**", including legal description* (one application for each sign).
*Travis County Appraisal District 834-9317
2. For all **FREESTANDING SIGNS, ROOF SIGNS & 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 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,
 - 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,
 - 2) **ADVERTISING AREA** of the sign.
 - b. A drawing or photograph of the building façade that **MUST** include:
 - 1) **DIMENSIONS** of the façade 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, Dev. Svcs. 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.
2. Electrical signs must be permitted in accordance with all applicable codes before the structural sign permit can be finalized (*electrical permits are required for connection of electrical signs*).
3. Any electrical sign permit applications must have the signature of the Master Electrician licensed with the City of Austin.