

INFORMATION NEEDED FOR SIGN PERMIT

PROCEDURES:

- Applications must be accompanied by TWO COPIES of a detailed SITE PLAN AND/OR SURVEY (TO SCALE) DETAIL WITH DIMENSIONS FOR PRELIMINARY REVIEW.
- Permits for construction are valid for 180 days after the date issued.
There are NO refunds on expired, void, or canceled permits.
- NO SIGN TO BE CONSTRUCTED OR ERECTED BEFORE ISSUANCE OF PERMITS.
- ALL INSPECTIONS MUST BE CALLED IN FOR FINALS.

1 Building Permit Information

- Building Permit No. _____
- Finish-out Permit No. (Lease Space Build Out) _____
- When doing a reface, provide date when the building was built _____

2 Completed Application

- Address on building permit MUST match for Power Release.
- Legal Description of the property where sign will be erected (Using HCAD)
- Sign Information _____
- Notarized and Signed application.

3 Make sure the type of sign that you are applying for matches the appropriate road designation:

- Toll Road
- ETJ
- Scenic District

4 Site Plan must be:

- Legible
- To Scale
- Labeled:
 - Property Lines identified
 - Building Shown
 - ROW
 - Tie-Down signs to property lines
 - ↑ North Symbol
 - Road Names
 - Distance from nearest intersection _____ Ft.
- Sign Located and Labeled on Drawing

5 Sign Drawings

- Legible
- Accurate
- If proposed maximum ground sign height is 30ft or greater above natural ground, **an Engineer's foundation plan is required.**
- Wall view with sign showing and scaled
- Drawing MUST match application