



SIGN PERMIT APPLICATION

10555 Northwest Freeway - Suite 120 - Houston, TX 77092 Main Phone: 713-956-3000 Monday-Friday 7:30am - 4:00pm

A P P L I C A N T

Applicant: _____ Phone #: _____

Address: _____ Suite # _____ City: _____ State _____ Zip _____

Sign Address: _____ Suite # _____ City: _____ State _____ Zip _____

Legal Description of Premise (Required) _____ KeyMap#® _____

HCAD# _____ Visit www.HCAD.org for (13 Digit) Property Tax Number

Lease Space Build-Out/Building PERMIT# _____ Scenic Toll Road ETJ

C O N S T R U C T I O N

FC = Face Change	Grd = Ground	Rf = Roof	W = Wall	Prj = Projecting	Mrq = Marquee	Led = LED	Oth = Other	
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<input type="checkbox"/> New <input type="checkbox"/> Existing	<input type="checkbox"/> New <input type="checkbox"/> Existing	<input type="checkbox"/> New <input type="checkbox"/> Existing	<input type="checkbox"/> New <input type="checkbox"/> Existing	<input type="checkbox"/> New <input type="checkbox"/> Existing
Sign A \$ _____	Sign B \$ _____	Sign C \$ _____	Sign D \$ _____	Sign E \$ _____
Sign Type _____	Sign Type _____	Sign Type _____	Sign Type _____	Sign Type _____
Width _____ Ft _____ in.	Width _____ Ft _____ in.	Width _____ Ft _____ in.	Width _____ Ft _____ in.	Width _____ Ft _____ in.
Height _____ Ft _____ in.	Height _____ Ft _____ in.	Height _____ Ft _____ in.	Height _____ Ft _____ in.	Height _____ Ft _____ in.
Max Ht _____ Ft _____ in.	Max Ht _____ Ft _____ in.	Max Ht _____ Ft _____ in.	Max Ht _____ Ft _____ in.	Max Ht _____ Ft _____ in.
# of Faces _____	# of Faces _____	# of Faces _____	# of Faces _____	# of Faces _____

SIGN MESSAGE(s):

A _____ <input type="checkbox"/> w/Logo	D _____ <input type="checkbox"/> w/Logo
B _____ <input type="checkbox"/> w/Logo	E _____ <input type="checkbox"/> w/Logo
C _____ <input type="checkbox"/> w/Logo	Other _____ <input type="checkbox"/> w/Logo

Property Owner _____

Business Address _____ City State Zip _____ Tel # _____

Electronic (LED) Sign and Sign Messaging Center Acknowledgement

Notice is hereby given to the sign owner, occupant, or leaseholder about the Sign Regulations, rules, or ordinances pertaining to changeable messages. The changeable message center shall not change more often than every 5 minutes. The lighting of the sign and sign structure must comply with Section 4608(m) of the Harris County Sign Regulations for ETJ signs or Section 3(b)3 of the Harris County Toll Road Sign Regulations for Toll Road signs. The lights on the sign or sign structure cannot move, rotate, chase, flash, blink or strobe. Person or persons responsible for the sign must sign a copy of this acknowledgement and return to the Harris County Permit Office within 15 calendar days or a removal notice may be issued or permit revoked. A citation will result for any future violation(s). If you disagree with the interpretation by the Harris County Permit Office, you have the right to appeal in accordance with Section 4604(e) of Harris County Sign Regulations for ETJ signs and Section 4(d) of Harris County Toll Road Sign Regulations for Toll Road signs.

INITIALS _____ Owner / Representative (Circle One)

AFFIDAVIT I hereby certify that the information is true and correct and further that the sign is being erected or maintained at the above location with the permission of the owner and authorized lessee (if any) of the premises. I further acknowledge that the Harris County Engineer does not make title examinations and that the determination the sign does not violate any applicable deed restrictions or other covenants applicable to the above described site is the responsibility of the applicant.

Sworn to and subscribed before me by said _____ on _____ 20____

Print Owner _____ Print Representative _____

Owner's Signature _____ NOTARY PUBLIC in and for the State of Texas _____

Sign Company Representative Signature _____ NOTARY PUBLIC in and for the State of Texas _____

DO NOT WRITE BELOW THIS LINE - FOR HARRIS COUNTY USE ONLY

ETJ/TOLL	Census Tract	Insp. District
Receiving	Plan Reviewer	
Applicant#:	Plan Checker	Date Stamp
Request#:	Approved By:	
Property#:	Date:	

Sign A Permit# _____ **Sign D Permit#** _____

Sign B Permit# _____ **Sign E Permit#** _____

Sign C Permit# _____ **Other** _____