



SIGN PERMIT APPLICATION

BUILDING & COMMUNITY SERVICES

DATE _____

PERMIT NO. _____

DESCRIPTION & LOCATION

PROJECT / BUSINESS NAME _____

ON-SITE STREET ADDRESS _____

OFF-SITE STREET ADDRESS _____

SIGN TYPE

- Promotional
- Wall Sign
- Monument Sign
- Pole Sign
- Electronic Message Sign
- Development Sign
- Projecting Sign
- Searchlight
- Canopy Sign
- Awning Sign
- Model Home Sign
- Other: _____

SUBCONTRACTORS

- Electrical Contractor _____

PERMIT APPLICANT INFORMATION

Contractor / Property Owner _____

E-Mail Address _____

Address _____

Phone / Cell # _____

City/State/Zip _____

Fax # _____

Signature of Permit Applicant _____

Please Print Name _____

Released for Construction _____

Date _____

401 S. ROGERS | P.O. BOX 757 | WAXAHACHIE, TX 75168 | (469)-309-4020 | FAX (469)-309-4023
www.waxahachie.com | EMAIL: bcservices@waxahachie.com



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SUBMITTAL CHECKLIST

The City has in effect the 2018 International Codes and the 2017 National Electrical Code. Please refer to these documents for preparation of your plans.

Please allow minimum of (15) working days for review.

The permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

***Submit (2) hard copies including the following:**

PLANS

SIZE: 11" x 17"

- Sign to scale, height, width and area dimensions labeled
- Materials labeled and percent masonry provided for monument signs
- All other existing signs on site shown and labeled
- Exact wording, symbols, logo, & colors
- Location of building if attached, location on property if detached
- Label distance from building edge or lease space edge if attached, label distance from property line if attached
- Provide building façade/ elevation area if attached, show all streets, intersections, easements, and adjacent property if detached
- Other information as required by city ordinance

Promotional signage may include banners, flags, pennants, streamers, balloons, inflatable signs and devices, or any other legal types of signs allowed by this Section.

- a) Promotional signage is allowed for up to two (2), fourteen (14) day periods each calendar year per legal business, which equates to a maximum annual total of twenty-eight (28) days. These time periods must be separated by at least thirty (30) days. A legal business shall include any retail, commercial, industrial or institutional use for which the Building and Community Services Department has issued a Certificate of Occupancy.
- b) The promotional signage shall be limited to a maximum of fifty (50) square feet in area per sign.
- c) The number of signs permitted is dependent on street frontage. One (1) sign is permitted for every one hundred (100) feet of frontage.
- d) A separate permit is required for each sign each two-week period promotional signage will be used. If any device described as promotional signage is installed prior to issuance of a permit, fines for noncompliance with this Ordinance may be assessed in addition to the permit fee.
- e) Promotional signage shall be contained on the property of the legal business which it advertises, and shall not extend into the City right-of-way or onto other adjacent property(s). Signage shall not be located in any sight visibility triangle/area, nor shall any combustible materials be placed in contact with lighted signs or any electrical fixtures.
- f) A sign announcing the grand opening of a legal business shall be allowed for a maximum of fourteen (14) days. This sign permitted in the front yard of the business and shall be limited to a maximum of one hundred fifty (150) square feet in area. One (1) sign is permitted per legal business. After a grand opening sign's permit lapses, the business must wait thirty (30) days before applying for a promotional sign, which will be regulated as shown above.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.

Signature of Applicant

Date

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