



SIGN PERMIT APPLICATION

BUILDING & COMMUNITY SERVICES

DATE _____

PERMIT NO. _____

DESCRIPTION & LOCATION

PROJECT / BUSINESS NAME _____

ON-SITE STREET ADDRESS _____

OFF-SITE STREET ADDRESS _____

SIGN TYPE

- 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
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SUBMITTAL CHECKLIST

The City has in effect the 2012 International Codes and the 2011 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

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