



SIGN PERMIT APPLICATION

General Information

Community Development
Services Department
108 Second Street, Pleasanton,
Texas 78064
(830) 569-3867

WHAT TO SUBMIT:

1. Completed Sign Permit Application for each sign.

2. 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 the City of Pleasanton Land Development Code. *Must include:*

- + Height of sign
- + Details & Dimensions of all structural/nonstructural members to include sign supports
- + Details & Dimensions of foundations and footing members
- + Advertising Area of all sign facades

Complete site drawing to scale that *must include:*

- + Location of proposed sign and Setback Distances from sign supports to property lines fronting on a street
- + Linear Feet street frontage dimensions
- + Locations of all existing Free-standing signs on the same property
- + Locations of all easements

3. WALL AND AWNING SIGNS

A construction drawing of the sign. *Must include:*

- + Details and Dimensions of structural and nonstructural methods of attachment or anchoring to the building
- + Advertising Area of the sign

A drawing or photograph of the building facade. *Must include:*

- + Dimensions of the facade
- + 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)

****NOTE: All freestanding signs require a pre-hour foundation inspection to verify the location and reinforcement of the sign. It is the contractor's responsibility to call for the inspection.****



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(PLEASE PRINT OR TYPE ALL INFORMATION)

Community Development Services
Department
108 Second Street, Pleasanton,
Texas 78064
(830) 569-3867
permits@pleasantontx.gov

APPLICANT INFORMATION:

Contractor: _____
Mail Address: _____
City, State, Zip: _____
Phone #: _____ Cell #: _____
Email: _____

SIGN INFORMATION:

Property Owner: _____
Mailing Address: _____
City, State, Zip: _____
Property ID #: _____
Phone #: _____ Cell #: _____
Email: _____

Project Address: _____
Street City State Zip Code

Name of Business: _____

Description of Work to be Done: New Sign Repair Existing Sign Reface Existing Sign **FEES:** _____

TYPE OF SIGN- Please Check One (NOTE: one application must be submitted per sign)

of Signs: _____

- Attached Building Sign Monument Sign Freestanding Pole Sign Bill Board Sign Other: _____

WALL SIGN (BUILDING, CANOPY, AWNING)

Building Facade Dimensions (Width x Height): _____

Will the Sign be Illuminated? Yes No Will new circuit wiring be Installed? Yes No *If yes, then an electrical permit is required*

FREESTANDING, MONUMENT, OR BILLBOARD SIGN

Will the Sign be Illuminated? Yes No Will new circuit wiring be Installed? Yes No *If yes, then an electrical permit is required*

TEMPORARY SIGN *Banner shall not exceed 32 Sq. Ft.*

Beginning Date: _____ Permit Fee: \$25.00 ***Limited to 14 days only and once every quarter***

Message: _____

All Sign Permit Applications Must Include Two Sets of Drawings

Pylon/ Monument Signs:

- Site plan drawn to scale showing all property lines, all existing building footprint and parking lots, all right-of-way frontage, location of all existing freestanding signs and distance between existing and proposed, and the location of the proposed sign.
- Structural design of sign in compliance with City Building Code (new structures only)
- Electrical design criteria in compliance with City Electrical code (if electrician included)
- Drawing of sign with dimensions in elevation view

Wall Signs:

- Site plan showing all existing footprints and parking lots of building
- Elevation drawing showing wall, roof line, sign detail and sign location

An issued permit becomes invalid if the work on the site authorized by the permit does not commence within 180 days of issuance, or the work on the site is incomplete due to suspension/abandonment 180 days after the work has been commenced. All permits require a final inspection.

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 the use of this property will be complied with whether specified herein or not. **By signing this you have read, understand, and agree to abide by the above conditions.**

Print Name: _____ Signature: _____ Date: _____

