



CITY OF SUGAR LAND
Permits & Inspections Department

SIGN PERMIT APPLICATION

APPLICATION # _____

PROJECT ADDRESS: _____

TENANT NAME: _____

SIGN COMPANY NAME: _____ PHONE:() _____

FAX:() _____ CELL:() _____ EMAIL: _____

ADDRESS

CITY/STATE

ZIP

This project ____ DOES or _____ DOES NOT lie within the authority of a HOA/POA
If it does, you must provide a copy of notification letter sent to the HOA/POA
If it does not, your signature below will certify that no HOA/POA authority exists on the property.

3 SETS OF PLANS ARE REQUIRED

TYPE OF SIGN:

- Monument/Free Standing Sign (One per application) Temporary Freestanding Type II Sign
- Wall Sign(s) (Can be combined for same address)

SIGN VALUATION: \$ _____ **PAY BY ESCROW ACCOUNT**
(Fee Schedule: Base Permit Fee \$30.00 plus \$16.00 for first \$1,000 of sign valuation & \$8.00 for each additional \$1,000)

Wind Device/Banner(s) Permit Fee \$30.00

Description: _____

(Wind Device/Banner Permits Require: Applicants Driver License # _____ State Issued ____)

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type work will be compiled with whether specified herein or not. 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 the performance of construction.

APPLICANT SIGNATURE

DATE

PRINT NAME

PHONE NUMBER

FOR OFFICE USE ONLY

APPROVALS
ZONING VARIFIED BY: _____ APPROVED FOR ISSUANCE BY: _____

SIGN PERMIT QUICK CHECK
(EXCLUDING BANNER SIGNS)

****APPLICANT TO FILL OUT THIS INFORMATION:**

PLEASE VERIFY THE FOLLOWING INFORMATION BY PLACING A CHECK MARK BY EACH ITEM.

- 3 COPIES OF PLANS SUBMITTED _____
- APPLICATION IS CURRENT AND CONTAINS ALL CONTACT INFORMATION (FAX, EMAIL, PHONE, & INFORMATION PROVIDED IS LEGIBLE) _____

****PLEASE PROVIDE THE FOLLOWING INFORMATION (provided by applicant):**

WALL SIGN

- Elevation of **building** that sign is being attached to _____
- Total height of **wall** that sign is being attached to _____
- Total height of **sign** _____

MONUMENT SIGN

- Site plan of survey showing exact location of sign on property
- Image of sign with sign dimensions

Per Sec. 4-24. - Freestanding Signs.

- (d) ***Design and materials for Freestanding Signs.*** All Freestanding Signs must be designed and constructed to substantially appear as a solid mass, such as a cylinder, block, rectangle, or square, from ground level to the highest portion of the Sign. (commonly known or referred to as a monument-type Sign). **All Freestanding Signs must be made of masonry, metal, routed wood planks or beams, or durable plastic. The requirements of this paragraph do not apply to the temporary Freestanding Signs allowed under paragraphs (e) and (f) of this section.**

****Please indicate on the plans the materials being used.**

****Any submittals that do not meet all the requirements on the checklist should not be accepted. If plans are received by the DRC Coordinators with missing information they will be sent back downstairs.**

For office use

Processed by: _____ (Date) _____