



**CITY OF DECATUR, TEXAS**

1601 S. State Street  
Phone 940-393-0250

Inspections Line 940-393-0259 \* [development@decaturtx.org](mailto:development@decaturtx.org)

<b>Sign Permit Application</b>	
Permit #:	_____
Permit Fee: \$	_____
Review Fee: \$	_____

**Approved** \_\_\_\_\_  **Denied**

**Approved by Variance:** \_\_\_\_\_

**Incomplete application and/or submittal will delay the review process.**

Two (2) full sets of plans, an electronic .pdf of all documents by USB or email is required to be submitted with application. If electronic version is not provided, a \$5.00 per page archiving fees will be assessed.

**\*\*\*A separate application is required for each sign requested\*\*\***

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Directional Sign         | <input type="checkbox"/> Wall Sign            | <input type="checkbox"/> Pole Sign                     | <input type="checkbox"/> Monument Sign         |
| <input type="checkbox"/> Joint Use Sign           | <input type="checkbox"/> Subdivision Wall     | <input type="checkbox"/> Highway Pole Sign             | <input type="checkbox"/> Highway Monument Sign |
| <input type="checkbox"/> Electronic Message Board | <input type="checkbox"/> Subdivision Monument | <input type="checkbox"/> <b>Review for Reface Only</b> | <input type="checkbox"/> <b>Other:</b> _____   |

**Information Required:**

- Elevations (North, East, South, West) w/Sign • Detailed Drawing of Sign with mounting details • Structural Drawings (Freestanding Signs only)
- Provide Listing Information For All Signs for Compliance with NEC 600.3
- Plot /Site Plan\* (**Site Plan of property to be overlaid on recorded plat, excluding C1-A zoned properties**)

**\*Plot / Site Plans must include:**

- All existing sign(s) square footage**
- Building and Street Frontage Dimensions**
- Building Set Backs**
- Location of Sign**

**PROJECT INFORMATION**

**\* Total Cost for sign & installation**

Job Address: \_\_\_\_\_ Valuation of Sign\*: \_\_\_\_\_

Tenant / Business Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Building / Business Name \_\_\_\_\_ Tenant E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Sign: \_\_\_\_\_ Zoning \_\_\_\_\_

**\*If more than one wall sign is being proposed, clearly denote only the sign being permitted with this application on all submittal documents by marking an X through the signs that are not being permitted with this application.**

**Contractor**

Sign Company Name \_\_\_\_\_ Sign Contractor Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Property Owner Acknowledgement (REQUIRED WITH APPLICATION SUBMITTAL):**

I acknowledge that I have granted permission to the tenant/applicant to erect/install the proposed sign:

Property Owner's Name (Please Print) \_\_\_\_\_ Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE OF REQUIREMENTS**

- Electrical signs REQUIRE a City registered Master Sign Electrician or a separate electrical permit must be obtained by a Master Electrician registered with the City as a Sign Contractor.
- Freestanding signs exceeding 8 feet in height REQUIRE structural plans by a structural or civil engineer licensed in the State of Texas.
- If applicant is not the legal owner of the property, the owner's permission to allow sign(s) is required.

**SIGN INFORMATION:** Will electricity be involved?  Yes  No

▶ **Master Sign Electrician License No.:** \_\_\_\_\_ **Exp.:** \_\_\_\_\_

Sign Caption: \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_ Sign Area (SQ FT) \_\_\_\_\_ Sign Height\* \_\_\_\_\_  
Length x Height (\*For pole & freestanding: from grade to top of sign)

**NOTICE OF REQUIRED INSPECTIONS:** (Permit holder is responsible for scheduling all necessary inspections)

- Footing – Call before Concrete  Sign – Call before installing  Electrical – Call before installing Sign

**Applicant Acknowledgement:** I hereby certify by my signature below that: 1) I understand that I am the person responsible for inspections and all related fees and charges. 2) I agree to abide by all laws and ordinance governing this type of work whether specified herein or not 3) Where no work has been started within 180 days after the issuance of a permit or when more than 180 days lapses between approval of required inspections, such permit shall be void, and 4) I have read and examined this application and know the same to be true and correct.

Applicant / Contractor Name (PRINT) \_\_\_\_\_ Date: \_\_\_\_\_

Applicant / Contractor Signature: \_\_\_\_\_