



CITY OF DECATUR, TEXAS

1601 S. State Street
Phone 940-393-0250

Inspections Line 940-393-0259 * Fax 940-626-4629

Sign Permit Application

Permit #: _____

Permit Fee: \$ _____

- Approved Denied
Approved by Variance:

Incomplete application and/or submittal will delay the review process.
Four (4) full sets of plans and an electronic .pdf. formatted disk 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

- Directional Sign Wall Sign Pole Sign Monument Sign
Joint Use Sign Subdivision Wall Highway Pole Sign Highway Monument Sign
Electronic Message Board Subdivision Monument Review for Reface Only Other:

Information Required:

- Elevations (North, East, South, West) w/Sign
Plot /Site Plan*
Detailed Drawing of Sign (Including mounting details)
Structural Drawings (Freestanding Signs only)

Plot / Site Plans must include:

- All existing sign(s) square footage Building & Street Frontage Dimensions
Building Set Backs Location of Sign
Total Cost for sign & installation

PROJECT INFORMATION

Job Address: Valuation of Sign*:
Tenant / Business Owner Name: Phone #:
Address: City: State: Zip:
Building / Business Name: Zoning:
Description of Sign:

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*
(*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: