

**SIGN PERMIT APPLICATION**  
**PLEASE PRINT CLEARLY**  
Updated October 26, 2015



PERMIT #: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_  
*(DTHD Signage requires review and approval by Planning)*

SIGN COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGN COMPANY ADDRESS: \_\_\_\_\_  
(City, State, Zip Code)

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: \_\_\_\_\_  
(City, State, Zip Code)

OCCUPANT NAME/AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE OF SIGN: \_\_\_\_\_ WALL \_\_\_\_\_ MONUMENT \_\_\_\_\_ REFACE OF EXISTING SIGN \_\_\_\_\_ AWNING \_\_\_\_\_ CANOPY  
\_\_\_\_\_ OTHER \_\_\_\_\_ FLAG POLE (Maximum of 3 poles allowed)

NAME ON SIGN \_\_\_\_\_

HEIGHT OF SIGN (ABOVE GRADE) \_\_\_\_\_ SQUARE FOOTAGE OF SIGN \_\_\_\_\_

ILLUMINATED SIGN \_\_\_\_\_Y \_\_\_\_\_N (UL listing required) MESSAGE BOARD INCLUDED \_\_\_\_\_Y \_\_\_\_\_N (UL listing required)

Three (3) sets of plot plans, drawn to scale, and drawings showing sign graphics, size and attachment methods must be submitted before this application for permit can be reviewed. Plot plans are not necessary for wall signage, existing signage re-facing or repairs. A separate electrical permit is required for all electrical work and must be pulled by state licensed electrical contractor or sign electrical contractor. Engineered plans are required on monument signs for dead load, foundation and exposure C wind loads (three (3) second ninety (90) mile per hour wind). Sign permit fee is \$75.00 per sign.

**THE GRANTING OF A BUILDING PERMIT DOES NOT CONSTITUTE A DETERMINATION THAT THE PROPOSED CONSTRUCTION WILL OR WILL NOT VIOLATE ANY DEED RESTRICTION OR COVENANT APPLICABLE TO THE PROPERTY UPON WHICH THE CONSTRUCTION TAKES PLACE, NOR DOES IT AUTHORIZE ANY SUCH VIOLATION.**  
**I, \_\_\_\_\_ (Please Print) AS OWNER OR AS AGENT FOR THIS PROPERTY CERTIFY THAT I HAVE REVIEWED ALL THE COVENANTS AND RESTRICTIONS APPLICABLE TO THIS LOCATION. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS OF THIS NOTICE.**

SIGNATURE OF OWNER/APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

PERMIT COST: \_\_\_\_\_

PLANS APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

Sign permit application Checklist  
Updated March 5, 2013

- 1) Sign Contractor must be registered with City of Wylie.
- 2) The Responsible Master Electrician of Record or Master Sign Electrician must be registered and pull electrical permit under their State license for electrical work.
- 3) Sign Application to include:
  - a) Three plats/site plans for building where sign is to be installed.
  - b) Three shots of Elevation where sign to be installed.
  - c) Show width of Lease space where sign will be installed to verify sign sizing.
  - d) Show all sign dimensions.
  - e) Show anchor/attachment systems.
  - f) Provide UL listing(s).
  - g) Provide NEMA listing(s).
- 4) If application is for Monument sign, the following items are required in addition to the above listed items:
  - a) Three sets of **sealed** drawings.
  - b) Design must be in compliance with **Currently Adopted International Building Code.**
  - c) Minimum three (3) second, ninety (90) mph wind burst.
  - d) Total dead load.
  - e) To be fully dimensioned, full scope of project.
  - f) Provide sizing for electrical service and panel load analysis.
  - g) Show what materials are being used to build the monument sign, they must **match** the building that it will service.
- 5) **If** neon bulbs will be used to highlight any building feature; these will be reviewed and **included as part of the total wall signage** which **must comply** with the 1:1 signage to width ratio for the lease space/Business.