



# CITY OF PILOT POINT SIGN PERMIT APPLICATION

**Project Location** \_\_\_\_\_

Lot/Tract \_\_\_\_\_ Block \_\_\_\_\_ Subdivision/Survey \_\_\_\_\_

**Owner** \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Cell Phone Number** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Contractor** \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Cell Phone Number** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

### Type of Sign

- Class A – monument, menu board, pole, wall, canopy, subdivision entry
- Class B – awning, inflatable, portable, projecting, wood frame
- Class B – banner, sandwich board
- Stake

All applications shall be accompanied by a drawing(s) illustrating the sign and its various components and a site plan showing the location of the sign and all setbacks from property lines.

I hereby certify that I am aware of the building, electrical, and sign codes that have been adopted by the City of Pilot Point and will fully comply with the provisions of these codes. I understand that failure to comply with the provisions of these codes may be a violation of the City's Code of Ordinances. **All construction requires a final inspection and a certificate of occupancy shall be issued before a building may be occupied.**

\_\_\_\_\_  
**Signature of Owner/Contractor** \_\_\_\_\_ **Date** \_\_\_\_\_

### OFFICIAL USE ONLY

Approved by \_\_\_\_\_ **Date** \_\_\_\_\_

## SIGN PERMIT REQUIREMENTS

- Application for a permit required by this division shall be made upon forms provided by the building official, and shall contain or have attached thereto the following information:
- Sign use classification.
- Name, address, and telephone number of applicant.
- Name, address, and telephone number of person or firm erecting, repairing or replacing the sign.
- Two (2) copies of a scaled or dimensional sign detail.
- In the case of a **Pole sign**, two (2) copies of a site plan, drawn to scale, showing the location of the Pole sign in relation to the property lines and other signs within a sixty (60) foot spacing of the proposed sign.
- In the case of a **Wall sign**, two (2) copies of a scaled plan of the building elevation on which the sign will be erected, indicating the length of the elevation and any other existing signs on the elevation with their dimension.
- Such other information as the building official may be required to show full compliance with this Section and all other laws and ordinances of the city and state.
- **Failure to pay permit fees:** If a sign is installed, erected, replaced, altered, or relocated without a permit for such work, the applicable permit fee shall be doubled.