



Sign Permit Application

SIGN INFO:

Sign Address _____ Zoning District _____

Name of Business _____ Phone# _____

Description of Sign _____

Value of work: _____

Attached sign ____ Yes ____ No

TOTAL Sq. Ft: _____ Height of Sign: _____

Class 1 billboard ____ Yes ____ No

Class 2 billboard ____ Yes ____ No

Setbacks: Right side _____

Property has street coverage on _____ Side(s)

Left side _____

Frontage on Primary Street _____

Front _____

Frontage on secondary street _____

Is sign to be placed in the "Highway Control Zone" _____ (see #7 on information guide)

APPLICANT/ CONTRACTOR INFO:

Applicant Name (company) _____ Phone# _____

Applicant Address _____ Email _____

Electrical Contractor (If Applicable) _____ Phone# _____

Please read the information provided with this form and provide applicable plans and other necessary documents with the Sign Permit Application.

Applicant Signature: _____

Date _____



SIGN PERMIT APPLICATION INFORMATION GUIDE

1. Submit two sets of blueprints or ink drawings of the plans and specifications showing method of construction, method of attachment to the building or ground, size, type, height, and construction materials.
2. Submit copy of stress sheets and calculations showing the structure is designed for live wind loads in any direction in the amount required by the Sign Ordinance and all other laws and ordinances of the City. Plans shall include a registered engineer's seal for roof mounted signs or free standing signs of fifty (50) square feet or larger and ten (10) feet or more in height (30 pounds per square foot wind load).
3. Submit written consent of the owner of the building, structure, or land to which or on which the structure is to be erected.
4. Submit to the Building Official a continuing bond for the amount of five thousand dollars (\$5,000.00), executed by the applicant and an approved surety company, and conditioned for the faithful observance of the provisions of the sign code, and all amendments thereto, and all laws and ordinances relating to signs which shall indemnify and hold harmless the City of DeSoto from any and all damages, judgements, costs suffered by reason of the granting of the permit. A liability insurance policy issued by an approved insurance company authorized to do business in the State of Texas conforming to the sign ordinance shall be permitted in lieu of a bond.
5. Submit a Highway Department License for all signs within the "Highway Control Zone". This applies to all zoned and unzoned commercial and industrial areas within 660' of the nearest edge of the right-of-way of all portions of the Interstate or primary highway systems within the State of Texas.
6. Every sign shall have painted in a conspicuous place thereon, in letters not less than one inch (1") in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection with the sign.
7. A copy of the City of DeSoto Sign Ordinance can be obtained through the Building Inspection office or on line at www.ci.desoto.tx.us.