



SIGN PERMIT APPLICATION

Application **MUST** be filled out in its entirety.

Sign Address: _____ Zoning District: _____

Name of Business: _____ Business Phone #: _____

SIGN DETAILS:

Description of sign: _____

Value of work: \$ _____

Length: _____ Height: _____ = _____ Total Sq ft of sign

Is this a class 1 billboard? ____ Yes ____ No

Is this a class 2 billboard? ____ Yes ____ No

Is this an attached sign? ____ Yes ____ No

Pole sign ____ Yes ____ No ; Monument sign ____ Yes ____ No

Set Backs: Right side _____ Left side _____ Front _____

The property has street coverage on _____ Side(s)

Frontage on primary street _____

Frontage on secondary street _____

Is the sign going to be placed in the "Highway Control Zone" ____ Yes ____ No

Will this sign be illuminated or have electricity ran to it? ____ Yes ____ No

APPLICANT / CONTRACTOR INFO:

General Contractor _____ Phone# _____

Contractor Address _____ Email _____

Electrical Contractor (if applicable) _____
(Company)

***By signing this application you are agreeing that you have submitted all the requirements listed on the sign checklist, including the bond or insurance.**

Applicants Signature: _____ Date _____

Office Use Only:

Approved by _____ Denied by _____ 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. **MUST submit a copy of the Certificate of Occupancy. If a Certificate of Occupancy has not been approved then you will need to contact the Building Inspections Department to find out how to obtain one.**
3. 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).
4. for monument or freestanding Signs: Site plan with setbacks are required.
5. **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.**
6. 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.
7. 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.
8. A copy of the City of DeSoto Sign Ordinance can be obtained through the online portal at <http://www.ci.desoto.tx.us/99/Planning-Zoning>