



Date of Application: _____

Permanent & Temporary Sign Permit Application

See [CHECKLIST](#) for minimum submittal requirements. Incomplete applications will be rejected

Part 1. Permit Location		
Permit Address (& Suite # if applicable)	General Location / Cross Streets	5-Digit RCAD ID # (click HERE to locate)
Part 2. Sign Type (separate application must be submitted for each sign; click HERE for visual examples of each sign type)		
Freestanding Signs		
Pylon (\$150). Sign supports attached to ground & extend to sign face w/min 50% of sign support in contact w/ground & sign face		
Monument (\$150). Sign poles or supports concealed w/min 12" masonry base & 8" masonry border		
Directional/Menu Board (\$100/\$150). Sign guides traffic on private property/Sign associated w/ food menu & pricing		
Development Signs		
Subdivision Identity (\$150). Sign identifying subdivision name, usually located at entrance, & meets req. of monument sign above		
Model Home (\$150). Sign markets homebuilder company & meets req. of monument sign above. Must be removed after 4 years		
Project Development (\$150). Sign identifying development of tract it's located on. Must be removed after 2 years		
Kiosk (\$150). Signs for informational purposes generally used to identify attractions or upcoming events		
Wall Signs		
Building Wall (\$150). Attached to wall w/sign facing parallel to & not more than 12" from wall surface		
Blade (\$75). Attached to wall & oriented perpendicular to the face of building & projects 12" beyond surface of building wall		
Window (\$150). Affixed to window. No permit required if < 4 signs &/or if aggregate sign area < 10% of aggregate window area		
Other Signs		
Other Sign Type Not Listed. Specify Type:	Is Sign Permanent?	Yes No
Flagpole. Exempt from fee if flown w/US & Texas flags. Permit still required. If not flown w/US & Texas flags, fee \$75		
Sign Repair (\$25). Permit required if cost of repair is 60% or more than cost of sign		
Special Sign Permit Request (\$125). Click HERE for prerequisites to submit special sign permit request		
Sign Variance Request/Appeal (\$250). Alleges error in order, req., or decision of administrative official		
Temporary Signs (temporary sign permits valid for 14 days from issuance. Reissuance may not occur for 3 month period)		
Portable (\$50). Sign supported by but not attached to ground used for advertisement purposes		
Banner (\$50). Lightweight, inexpensive sign (typically < \$50) usually made of cloth or banner material		
Inflatable (\$50). Designed to be filled w/gas or air & usually made of rubber		
Balloon (\$50). Attached to ground w/line extending into air intended to attract attention to a business or place		
Part 3. Sign Calculations (type or print legibly). Each section flows from left to right		
Freestanding & Development Signs, Section 3a. Skip this section if a WALL, OTHER, or TEMPORARY sign		
Sign Face Length, Feet then Inches	Sign Face Height, Feet then Inches	
Sign Face Total Area, Square Feet	Size of Sign Supports, Length then Height	
Sign Elevation (top of sign to ground), Ft. then In.	Sign Setback from Property Line, Feet	
# of Existing Freestanding Signs on this Site	Total Area of Existing Freestanding Signs	
Wall & Other Signs, Section 3b. Skip this section if a FREESTANDING, DEVELOPMENT, or TEMPORARY sign		
Sign Length, Feet then Inches	Sign Height, Feet then Inches	
Sign Total Area, Square Feet	Sign Elevation (top of sign to ground), Ft. then In.	
Dimensions of Wall (length then height)	Total Area of All Windows & Doors on Wall (sq ft)	
# of Existing Wall Signs on this Wall	Total Area of Existing Wall Signs on this Wall	
Temporary Signs, Section 3c. Skip this section if a FREESTANDING, DEVELOPMENT, WALL, OR OTHER sign		
Sign Length then Height, Feet then Inches	Sign Total Area, Square Feet	
Temporary Sign Start Date (Month/Date/Year)	End Date (Month/Date/Year)	
Location of Sign		

Part 4. Sign Details

What the Sign is Made of (e.g. stone & brick base w/masonry border & metal sign face; or aluminum back w/acrylic letters)

How the Sign Will be Anchored or Attached (e.g. 4x8 concrete base inset 2' in ground; or 1" spacer w/2" non-corrosive bolt to wall)

Is sign Illuminated? Yes No If yes, is there an existing connection? Yes No If no, electric permit required (\$75)

Does Sign Have Changeable Copy (i.e. LED/digital sign varying in color or movement) Yes No If yes, % of C. Copy:

Is Sign 2-Sided? Yes No What Direction(s) will Sign Face? North South East West

Part 5. Responsible Party Information (type or print legibly)

Record Owner of Property	Email	Phone
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Tenant Name	Email	Phone
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Sign Contractor Name	Sign Contractor Business Name	Email
		Phone

Person Installing Sign Will Be: Owner Tenant Sign Contractor Other (specify):

Who is the Primary Contact for this Permit: Owner Tenant Sign Contractor

An issued permit becomes invalid if work authorized by permit does not commence within 180 days of issuance, or if work on site is incomplete within 180 days after work commenced. **All permits require final inspection.** I hereby certify that I am authorized to perform work under this permit, and have consent to enter onto the property to complete the work. After close review of this application, I further certify the information provided is true and correct to the best of my knowledge, the work shall comply with all provisions of laws and ordinances, whether specified or not.

Name (printed)	Signature	Date (Month/Date/Year)
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Planning & Development Department. Physical Address: 1900 CD Boren Pkwy.
(972) 771-4601 ext 134 email amartin@cityoffate.com

****Please be sure to review the sign application submittal requirements [CHECKLIST](#) to ensure submittal of a complete application. Incomplete applications will be rejected****