

**Sign Permit Application – ATTACHED SIGNS**

Tenant/Business Name	Installation Address
Applicant Name	Phone No.

**SIGN COMPANY**

Company Name	Contact Name		
Address	City	State	Zip
Phone No.	Email		

**ELECTRICAL CONTRACTOR (for illuminated signs only)**

Contractor	Phone No.
License Holder	License No

**ITEMS REQUIRED WITH SUBMITTAL**

ITEM REQUIRED	WHEN REQUIRED
<input type="checkbox"/> Sign drawing(s) <b>to scale</b> with the height, width, length, and any other dimensions of the sign clearly labeled.	All Signs
<input type="checkbox"/> General plan <b>to scale</b> that illustrates: <ul style="list-style-type: none"> <li>Location of the building, structure, or tract to which or upon which the sign is to be attached or erected</li> <li>Position of the sign in relation to rights-of-way, edge of street pavement, property lines, easements, buildings, structures, etc.</li> </ul>	All Signs
<input type="checkbox"/> Illumination detailing including electrical contractor company name & phone number.	All Illuminated Signs

**BUSINESS SIGN**

Storefront / Tenant Area Width	Sign Façade Width	Distance From Edge of Pavement
Elevation	Letter Height	Letter Return
Overall Sign Height	Sign Width	Sign Area
Logo Height	Logo Width	Logo Area
Illumination	Sign Color	
Residential Adjacency (Do the sign face residential uses?)	If yes, provide the distance from the sign to the residential property line:	

**NOTE: Attached Signs Require Pre-Installation and Final Inspection**

*Property Owner Acknowledgement:* I acknowledge that I have granted permission to the tenant/applicant to erect/install the proposed sign. Owner's Name (please print): \_\_\_\_\_  
 Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant Acknowledgement and Wind Pressure & Dead Load Compliance:* I certify that all the information provided above is accurate and the above proposed sign(s) shall be designed and constructed to withstand a wind pressure of not less than 30 lbs./ft<sup>2</sup> of area and shall be constructed to receive dead loads as required by applicable building code standards.  
 Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Every effort will be made to review applications within 10 business days of receipt.</b>	Date Stamp (for office use):
For Staff Review Comments: _____ Approved: _____ Date: _____	(For Office Use) Sign Permit No. _____

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**Table 4: Attached Signs**

1. Permitted attached signs include the following:
  - a) Individually-mounted non-illuminated (internal or external) three dimensional metal or plastic letters with  $\geq 2$ " depth may occupy 100 percent of the permitted area and may be of any color.
  - b) Reverse Channel Sign (any color letter). Back light color shall be limited to white or off white. No illumination shall have exposed bulbs whether they are LED or any other type
  - c) Individually-mounted channel letters that comply with the following rules:
    - If the sign only contains words and no logo, the lettering may occupy 100 percent of the permitted area and the sign and must be white, ivory, black, grey, beige or similar neutral colors.
    - If the sign has lettering and a logo, the logo may only cover 20 percent of the permitted sign area and may be of any color. The letters must be white, ivory, black, grey, beige or similar neutral colors.
    - If the sign consists of a logo only, the logo may cover 100 percent of the sign and use any color.
2. Each lease or tenant space shall be permitted only one attached building sign per street front with a maximum of two signs per tenant/lease space.
3. The dimensions of each of the two signs shall be based upon the street typology that the respective building façade fronts on.
4. The distance from the edge of pavement shall be measured from the closest street which has clear visibility of the entire façade/tenant space in question.
5. Each sign shall be located in the middle 75% of the single plane façade or centered on an articulated surface of the building façade.
6. Exposed neon is prohibited.
8. The maximum logo height for an attached sign may be no more than 125% of the maximum permitted letter height.

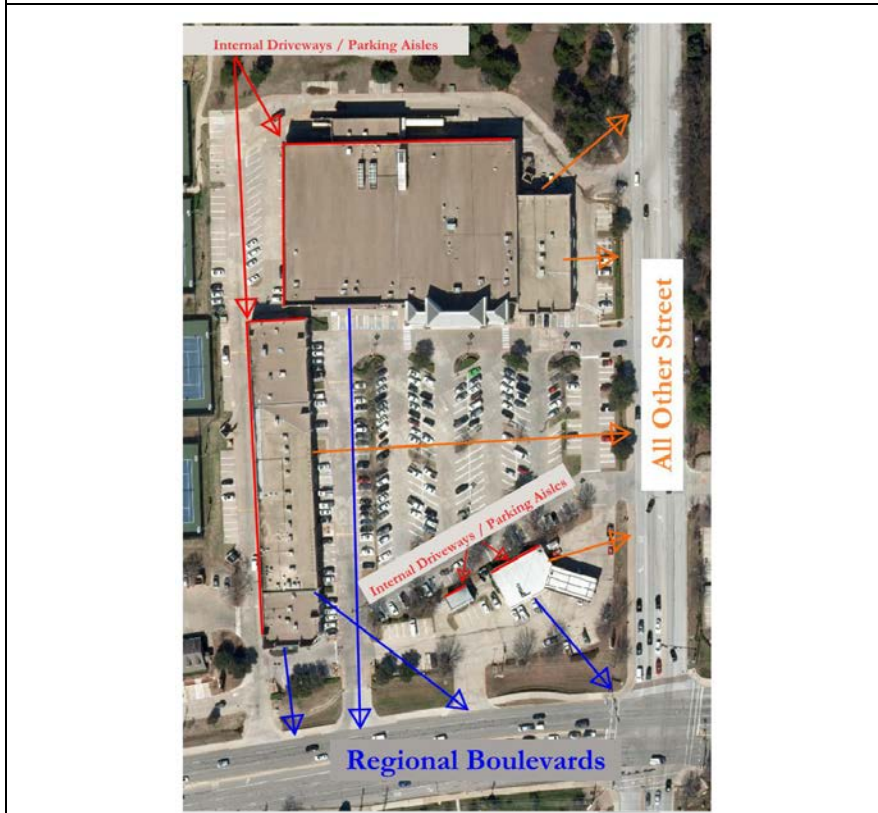
Street Typology	Distance from Edge of Street Pavement	Maximum Letter Height	Maximum Area		Other Standards
			Lease space width	Sign Area per 1 linear foot of lease space	
Freeways (S.H. 114)	$\leq 100$ feet from frontage road	24"	$\leq 20$ feet	1.20	Maximum sign area of 400 s.f.
	$>100$ feet from frontage road	For every foot over 100 feet, letter height increases at a rate of 0.1" until a maximum of 42"	21 feet – 30 feet 31 feet – 50 feet $\geq 50$ feet	1.00 0.80 0.70	
Regional Boulevards (F.M. 1709 and F.M. 1938)	$\leq 100$ feet	18"	$\leq 20$ feet	1.20	Maximum sign area of 300 s.f.
	$>100$ feet	For every foot over 100 feet, letter height increases at a rate of 0.1" until a maximum of 36"	21 feet – 30 feet 31 feet – 50 feet $\geq 50$ feet	1.00 0.80 0.70	
Main Streets (Pedestrian-oriented streets)	Any distance	14"	Any distance	1.0	External lighting is permitted. Maximum sign area of 100 s.f.
All other streets	$\leq 100$ feet	16"	$\leq 20$ feet	1.20	Maximum sign area of 200 s.f.
	$>100$ feet	For every foot over 100 feet, letter height increases at a rate of 0.1" until a maximum of 24"	21 feet – 30 feet 31 feet – 50 feet $\geq 50$ feet	1.00 0.80 0.70	
Internal driveways /parking aisles	$\leq 100$ feet	14"	$\leq 20$ feet	1.20	Maximum sign area of 100 s.f.
	$>100$ feet	For every foot over 100 feet, letter height increases at a rate of 0.1" until a maximum of 21"	21 feet – 30 feet 31 feet – 50 feet $\geq 50$ feet	1.00 0.80 0.70	

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**Examples**



*Measuring width of a single plane façade and lease space*



*Measuring distance from edge of pavement*