

Sign Permit Application – Existing Commercial Building For Sale/Lease Signs

Realty Company / Leasing Agent		Installation Address	
Applicant Name		Phone No.	

SIGN COMPANY

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

ITEMS REQUIRED WITH SUBMITTAL

ITEM REQUIRED	
<input type="checkbox"/>	Sign drawing(s) to scale with the height, width, length, and any other dimensions of the sign clearly labeled.
<input type="checkbox"/>	General plan to scale that illustrates: <ul style="list-style-type: none"> Position of the sign in relation to rights-of-way, edge of street pavement, property lines, easements, buildings, structures, etc.
<input type="checkbox"/>	<ul style="list-style-type: none"> Page 2 will need to be notarized that the building is less than one hundred (100) percent occupied, exclusive of common areas or vacancy will occur within thirty (30) days.
<input type="checkbox"/>	<ul style="list-style-type: none"> Page 3 will need to be complete if multiple commercial building will be listed.

- Fee Due: \$100 ANNUALLY for single commercial building listing.
- Fee Due: \$200 for multiple commercial building listing.

EXISTING COMMERCIAL BUILDING FOR SALE / LEASING SIGN

Sign Face Width		Sign Face Height		Sign Face Area (Width x Height)	
Total Sign Height		Finials Height (If applicable)		Double sided Or V-Shaped	
Sign Material:				Single or Multiple Commercial Building Listing	

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./ft² of area and shall be constructed to receive dead loads as required by applicable building code standards.

Applicant's Signature: _____ Date: _____

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



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Property Owner or Management Company or Realty Company

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

PLEASE READ CAREFULLY

I hereby certify that the building is less than one hundred (100) percent occupied or vacancy will occur within thirty (30) days. The sign permit shall be valid for a period of not more than one year or when the building becomes one hundred (100) percent occupied, whichever comes first. The sign permit may be renewed annually provided the building is less than one hundred (100) percent occupied. Fee Due: \$100 ANNUALLY for single commercial building listing OR \$200 for multiple commercial building listing.

Business Name _____

Business Address _____

Identify the space that is currently vacant or will become vacant within 30 days: _____

_____ Date

_____ Signature of Property Owner or Management Company or Realty Company

THE STATE OF ()
 COUNTY OF ()

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and having been by me first duly sworn on oath, acknowledged that he/she had executed the same for the purposes and consideration therein expressed and that the foregoing statements are true and correct.

GIVEN under my hand and seal of office, this _____ day of _____, 20____.

Notary Public in and for _____ County, Texas or _____

Signature of Notary

SEAL

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SECTION 6: PERMITTED TEMPORARY SIGNS AND SPECIFIC SIGN REGULATIONS

6.1 TEMPORARY SIGNS REQUIRING A PERMIT

1. All signs shall be designed and constructed to withstand a wind pressure of not less than thirty (30) pounds per square foot of area and shall be constructed to receive dead loads as required by the City's currently adopted Building Code.
2. The sign regulations for temporary signs requiring a permit are outlined in Table 3.

Table 3: Regulations for Temporary Signs Requiring a Permit

Sign Type	Permitted Sign Structure	Max. Sign Height	Maximum Sign Face Area	Number of Signs	Location/Minimum Setback	Duration	Additional Regulations
11. Existing Commercial Building For Sale /Leasing Sign	Temporary/ Ground	5 feet plus a max. of a 9 inch finial on top of each post.	24 s.f.; 12 s.f. per sign face.	1 sign per platted lot.	At or behind the property line; not to be placed on public ROW.	<p>a. Permitted only when space is available for lease or sale on the same site.</p> <p>b. The sign shall be removed when the building is one hundred (100) percent occupied.</p> <p>c. The property owner or authorized management company (but in no case the sign contractor) shall submit a notarized affidavit with all permit applications for sign on a form provided by the City. Said affidavit shall certify that the building is less than one hundred (100) percent occupied, exclusive of common areas.</p> <p>d. The sign permit shall be valid for a period of not more than one year or when the structure becomes one hundred (100) percent occupied, exclusive of common areas, whichever comes first. The permit may be renewed annually provided the building is less than one hundred (100) percent occupied, exclusive of common areas.</p> <p>e. In lieu of providing an affidavit certifying that the building is less than one hundred (100) percent occupied, the property owner or authorized Management Company may provide a notarized affidavit showing that a vacancy will occur within thirty (30) days.</p>	<ul style="list-style-type: none"> ● See Appendix A for standards. ● The sign type is not permitted to be installed if a new construction for sale/lease sign is currently installed within the development.

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**Appendix A
Design Guidelines for “Existing Building for Sale/Leasing Ground Signs”**

“Existing Building for Sale/Leasing Ground Signs” shall be designed in accordance with the following guidelines (see attached Figure 1 for illustration):

1. Sign Post:
 - a. Material: Shall be of 3 – 4 inch extruded metal with decorative finials.
 - b. Height: Shall not exceed 5 feet in height, excluding finials. Finials shall not exceed 9 inches in height.
 - c. Color: shall be black
 - d. Metal sign post required.
2. Sign Frame:
 - a. Same material as the sign post
 - b. Same color as the sign post
 - c. Height – Any decorative element over the sign frame shall be limited to a maximum of 9”
3. Sign Face:
 - a. Material: Shall be made up of ¼” to ½” plastic or aluminum coated MDO or plastic cored aluminum
 - b. Area - Each sign face shall not exceed 12 square feet. Sign may be two-sided.
 - c. Color – Background color shall be one of the following: white, gray, or beige/cream. Foreground color (font and logo) shall be black.

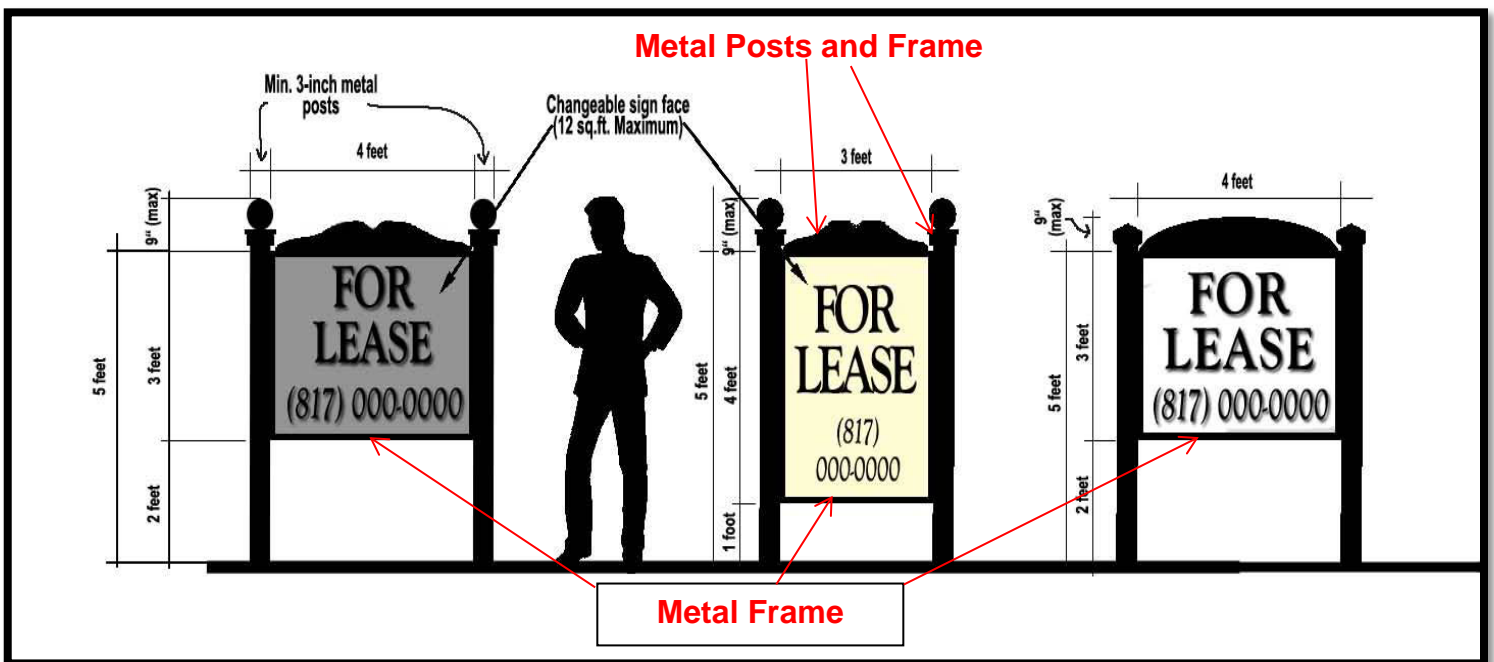


Figure 1 Recommended Design Palette for Existing Building for Sale/Leasing Signs