****NOTE: DO NOT FABRICATE AND/OR INSTALL ANY SIGN UNTIL AN APPROVED PERMIT HAS BEEN ISSUED****

Sign Permit Application

Date _____

Job address _____ Suite _____

Tenant/business name _____ Phone _____

Sign contractor: Owner ☐ Contractor ☐

Company name _____ Carrollton ID# _____

Address _____ Phone no _____

Illuminated? Yes ☐ No ☐

New service _____ Existing service _____ If new service, supply electrical contractor information.

Electrical contractor: Company name _____ Carrollton ID# _____

Address _____ Phone no _____

Are there any existing monument, pylon or pole signs on property? Yes ☐ No ☐

Type of sign	**Use of sign**	**Use of sign (temp)**	**Dimension of sign**
___ Wall	___ Apartment	___ Coming Soon	Height _____
___ Banner	___ Directional	___ Construction	Width _____
___ Ground (temp)	___ General Business	___ Real Estate	Total area (sf) _____
___ Monument	___ Identification	___ Development	Setback _____
___ Pole	___ Institutional	___ Grand Opening	Wall length _____
___ Pylon		___ Model Home	Overall sign height _____
___ Cold air inflatable device		___ Special Occasion	

Description of sign/banner copy _____

Location of sign/banner _____

Banner signs cannot be ground-mounted, affixed to a fence, be double-sided, or V-shaped. Decal must be affixed to all applicable signs or banners.

ALL APPLICATION FEES ARE NON-REFUNDABLE *All credit card transactions include a 3% Convenience Fee*

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Applicant printed name _____ Signature _____

Phone _____ Cell _____ Fax _____

Call when ready _____ *or* Fax _____ *or* Mail to _____

Please provide a stamped, self-addressed envelope

*****

Application Checklist

Requirements

Wall Signs

_____ 2 Copies of drawing showing sign placement

_____ A – Dimensions of wall area (height and width)

_____ B – Dimensions of sign (height and width)

_____

_____

_____

Monument Signs

_____ 2 Copies of drawing showing sign

_____ A – Dimension of sign copy (height and width)

_____ B – Height of total sign

_____ C – Address placement

_____ D – Description of sign construction

_____ 2 Copies of site plan

_____ A – Placement of sign

_____

_____

_____

Ground Signs

_____ 2 Copies of sign drawing

_____ A – Dimension of sign copy (height and width)

_____ B – Height of total sign

_____ 2 Copies of site plan

_____ A – Placement of sign

_____ 1 Copy of tenant list with suite #'s

_____

_____

Cold Air Inflatable Device

_____ 2 Copies of site plan

_____ A – Placement of inflatable

_____ B – Dimension of inflatable (height and width)

_____

_____

_____