



Sign Permit Application
Application Fee \$50

Application Date: _____ Date Received: _____ Permit # _____

Name of business: _____ Address: _____

Person responsible for permit: _____ Email: _____

Sign type: _____ Height: _____ ft. _____ in. Width: _____ ft. _____ in. Total Square Footage: _____

Number of faces: _____ Number of poles: _____ Illuminated: _____ Internally _____ Externally

Property owner: _____ Phone: _____

Contractor: _____ Phone: _____

Engineer: _____ Phone: _____

Date permit issued: _____ Date permit expires: _____ Permit fee: \$ _____

AFFIDAVIT FOR PROPERTY OWNER OR AGENT: I hereby certify that the above information is true and correct and further that the sign is being erected and/or maintained at the above location with the permission of the owner and authorized leasee (if any) of the premise; that the sign does not violate any applicable deed restrictions or other restrictions on the premises; and that having read the restrictions and requirements of the City's Sign Ordinances (provided on the back of this document), that the sign is being erected or maintained in compliance with the Sign Ordinance, Electrical and Building Codes, City of Deer Park and other applicable laws.

Signature

The State of Texas
County of Harris
Before me _____

On this day personally appeared _____

Known to me (or proven to me) on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration herein expressed.

SEAL

Given under my hand and seal of office this _____ day of _____, A.D. 20 _____

AFFIDAVIT FOR SIGN OWNER (IF DIFFERENT FROM ABOVE, not sign company): I hereby certify that the above information is true and correct and further that the sign is being erected and/or maintained at the above location with the permission of the owner and authorized leasee (if any) of the premises that the sign does not violate any applicable deed restrictions and requirements of the City's Sign Ordinance (provided on the back of this document), that the sign is being erected or maintained in compliance with the Sign Ordinance, Electrical Code, Building Code, City of Deer Park and other applicable laws.

Signature

The State of Texas
County of Harris
Before me _____

On this day personally appeared _____

Known to me (or proven to me) on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration herein expressed.

SEAL

Given under my hand and seal of office this _____ day of _____, A.D. 20 _____

Approved By: _____

Date: _____

TYPES OF SIGNS

1. Commercial on premise (pole): shall mean any structure ..., where the matter displayed is used for advertising the name of any business, or for advertising any service or product...
2. Commercial on premise (monument)
3. Reserved
4. Portable: shall mean any sign designed to be easily moved from one location to another, including signs mounted upon a trailer, bench, wheeled carrier, or other non-motorized mobile structure.
5. Ground Sign (Wind Jammer): shall mean any sign that is created on the ground and is independent of any other structure than its own for support
6. Roof sign: shall mean any sign, or portion of a sign, extending above the lowest portion of the roof, or erected on the roof of any building.
7. Subdivision Sign: shall mean any one non-flashing, indirectly illuminated structure identifying a real estate subdivision within the City, giving its location and directions to reach it, and which also may advertise the developer, architect, agent, contractor or lending institution.
8. Trailer sign

Note: Off Premise Signs: "No commercial advertising sign, with the exception of On-Premise Signs, shall be established, placed, erected or constructed within the city."

REQUIREMENTS FOR SIGN PERMITS

1. Application shall be filled out completely, including signature of property owner where sign will be located. Note: Faxed copies on two pages will not be accepted.
2. No work will be allowed until the permit is issued.
3. Any sign shall include wind load calculations for the sign and sign structure to assure compliance with the current building code 2024 IBC
4. If the sign is illuminated, an electrical permit shall be obtained by a licensed Master Electrician **and** do the electrical work.
5. Detailed drawing for portable signs shall include anchorage details that will verify that the sign will sustain a 140-mph wind force.
6. A site plan, drawn to scale, shall be included with the following information: dimensions and measurements, property lines, adjacent street or intersections, legal description or address, and any information needed to determine the exact location of the sign and locate the sign on the site drawing and show dimensions.
7. Detailed drawing of the sign shall include: materials for the sign, information on how the sign is to be attached to a structure (if applicable), type of backfill to be used for excavation, size of anchor bolts and steel rebar if used, depth and width of hole(s), and all dimensions.
8. Size must not exceed 120 sq ft per face.
9. No sign or any portion of the sign including foundation, will be allowed to encroach the street right-of-way. Signs may not occupy a safety triangle at intersections that would cause a traffic hazard unless the sign has a minimum of an 10' ground clearance and the support does not block clear view.
10. Inspections
 - a. Permanent signs may be staked for inspection prior to excavation.
 - b. A hole inspection shall be required before erecting the sign or backfilling the hole with dirt, concrete or other material, if anchor bolts and/or steel are used they need to be in place for the inspection. Please provide a stake for the inspection sticker.

Sign requirements can be found in the code of ordinance Sec. 86-170. - Structural requirements.