



SIGN PERMIT APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT
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WARNING: DO NOT CONSTRUCT OR ORDER A SIGN UNTIL A PERMIT HAS BEEN ISSUED. NO SIGN PERMIT SHALL BE ISSUED WITHOUT A VALID CERTIFICATE OF OCCUPANCY. THE PERMIT WILL EXPIRE 180 DAYS AFTER ISSUANCE.

PART I – REQUIRED MATERIAL

****THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

- ☐ SUBMIT A SITE PLAN WITH THE FOLLOWING (**FREE-STANDING SIGNS ONLY**):
1. THE LOCATION OF THE AFFECTED LOT, BUILDING(S), SIGN(S), EASEMENT(S), PROPERTY LINES;
 2. THE SCALE OF THE SITE PLAN;
 3. THE LOCATION OF ALL EXISTING SIGNS ON THE SITE INCLUDING SIZE AND HEIGHT;
 4. SHOW DISTANCE FROM PROPOSED SIGN TO ALL EASEMENTS AND RIGHTS-OF-WAY; AND
- ☐ SUBMIT A SCALED DRAWING OF THE PROPOSED SIGN OR SIGN REVISION, INCLUDING SIZE, HEIGHT, COPY, STRUCTURAL FOOTING DETAILS, METHOD OF ATTACHMENT AND ILLUMINATION (**FREE-STANDING SIGNS ONLY**);
- ☐ SHOW THE LOCATION OF AND DISTANCE TO SIGNS ON OTHER PROPERTIES FOR SIGN TYPES SUBJECT TO SPACING REQUIREMENTS (**BILLBOARDS ONLY**);
- ☐ PROVIDE PROOF OF COMPLIANCE WITH ADDITIONAL SIGN DESIGN STANDARDS AS DESCRIBED IN SECTION 5-4.6 OF THE GREENVILLE ZONING ORDINANCE (**DIGITAL BILLBOARDS, ELECTRONIC SIGNS, MULTI-TENANT SIGNS ONLY**);
- ☐ SUBMIT ELEVATION OF BUILDING WALL WITH THE LOCATION AND DIMENSIONS OF PROPOSED AND EXISTING SIGNS (**WALL-MOUNTED SIGNS ONLY**).

PART II – APPLICATION INFORMATION

BUSINESS NAME:		
ADDRESS OF SIGN:		
OWNER OF SIGN:		
CONTACT NAME		
PHONE:	CELL:	EMAIL:
CONTRACTOR'S NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	CELL:	EMAIL:
TX STATE CONTRACTOR LICENSE #:		EXP DATE:

PART III – SIGN DETAILS

ILLUMINATED? ☐ Yes ☐ No		
IF ILLUMINATED, USING EXISTING WIRING? ☐ Yes ☐ No		
IF NO, PLEASE PROVIDE ELECTRICAL CONTRACTOR INFORMATION BELOW:		
COMPANY NAME	MASTER ELECTRICIAN NAME	CONTACT PHONE
WALL-MOUNTED SIGNS		
TYPE: ☐ WALL ☐ ELECTRONIC ☐ INSTITUTIONAL ☐ OVERHANG		
FREE-STANDING SIGNS		
TYPE: ☐ AGRICULTURAL ☐ APARTMENT ☐ BILLBOARD ☐ ELECTRONIC ☐ FREE-STANDING		
☐ INSTITUTIONAL ☐ MULTI-TENANT ☐ SUBDIVISION IDENTIFICATION		

WALL-MOUNTED SIGNS:

SIGN	PROPOSED SQUARE FEET	WALL AREA CALCULATION (Length of wall/tenant space x height, <u>excluding windows/doors</u>)	BUILDING FASCIA LENGTH	PROJECTION FROM WALL FACE (OR CLEARANCE IF OVERHANG)
1				
2				
3				

FREE-STANDING SIGNS:

SIGN	PROPOSED SQUARE FEET	HEIGHT OF SIGN	SETBACK FROM RIGHTS-OF-WAY	SPACING FROM SIMILAR SIGNS
1				
2				
3				

PART IV – AUTHORIZATION

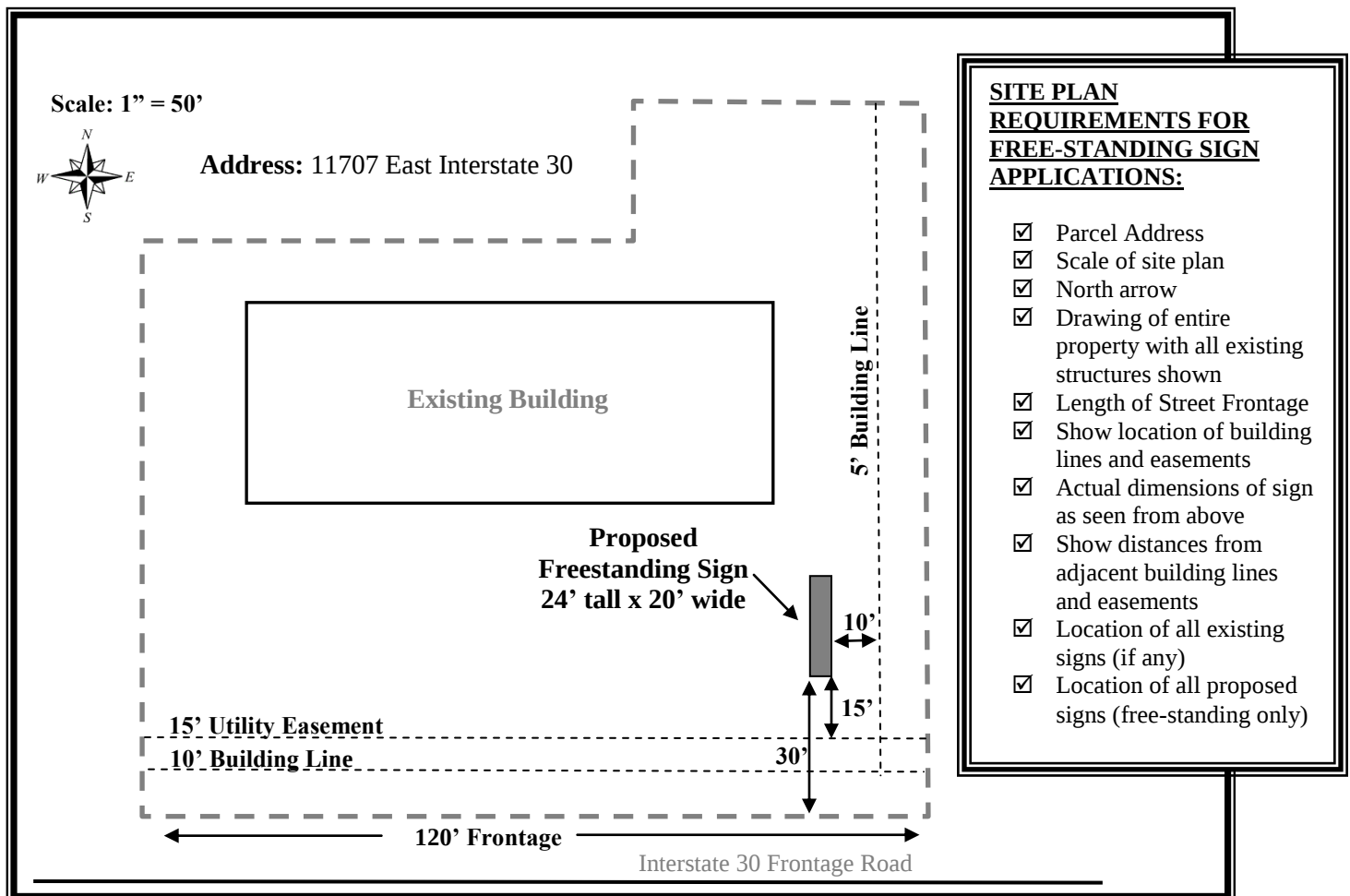
I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THE ORDINANCES GOVERNING THE CONSTRUCTION ACTIVITY DESCRIBED IN THIS APPLICATION, AND AGREE TO COMPLY WITH ALL PROVISIONS CONTAINED WITHIN THE CITY OF GREENVILLE CODE OF ORDINANCES, TEXAS STATE LAW, AND ALL PROPERTY RESTRICTIONS, WHETHER HEREIN SPECIFIED OR NOT. AS THE OWNER OF THE ABOVE PROPERTY OR A DULY AUTHORIZED AGENT, I HEREBY GRANT PERMISSION TO ACCESS MY PROPERTY AND MAKE ALL NECESSARY INSPECTIONS.

OWNER/APPLICANT SIGNATURE

DATE

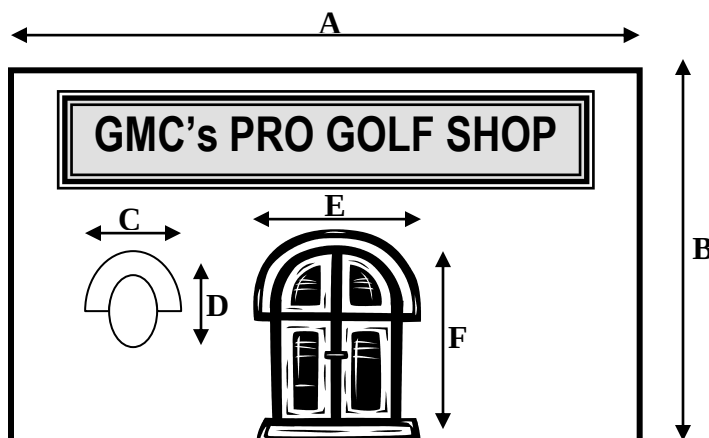
“EXAMPLE”

SITE PLAN AND WALL AREA CALCULATIONS FOR SIGN PERMIT APPLICATIONS



CALCULATING WALL AREA FOR PROPOSED SIGNS

A detail (elevation drawing) of the wall area shall be included with the proposed sign drawing



Wall area is equal to the two-dimensional area of a building's (or tenant area's) elevation, excluding windows and doors:

- $A \times B$ = gross wall/tenant area
- $C \times D$ = window area
- $E \times F$ = door area

Gross wall/tenant area – window area – door area = Wall Area

	Maximum Square Footage (FT ²)	Maximum Width (FT)	Maximum Height (FT)	Minimum Clearance (FT)	Number allowed per street frontage	Spacing from similar signs (FT)	Setbacks (FT)	Zoning Districts																		
								A	SF-E	SF-1	SF-2	SF-3	SF-4	PH	SFA	2F	MHP	MF-1	O	NS	GR	HR	C	CA	I-1	I-2
STANDARD SIGNS																										
Wall Sign	30% of wall surface or 1.5 times building fascia length							*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Agricultural Signs	100			Eight (8') feet when located over a public sidewalk, or thirteen and one-half (13.5') feet when located over a driveway	1		Building Line	*																		
Apartment Signs	50				1		Building Line												*							
Billboard Signs (Standard and Digital)	672		40		1	4,500	30														*	*		*	*	
Electronic Signs	20				1		Building Line	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Free-Standing Signs					1			*													*	*	*		*	
Along Interstate 30	200		60				30																			
All other locations	125		20				20																			
Institutional Signs	72				1		Building Line	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Monument					1			*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Along Interstate 30, US 67 and US 69	100		8				10																			
All other locations	50		8				10																			
Multi-Tenant Free-Standing Signs					1															*	*	*		*	*	
Along Interstate 30	600		60				Building Line																			
All other locations	200		20				Building Line																			
Multi-Tenant Monument Signs	170		15		1		Building Line										*	*	*	*	*	*	*	*	*	
Subdivision Identification Signs	32		6		1		None		*	*	*	*	*	*	*	*										
TEMPORARY SIGNS																										
Inflatable Devices					1			*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Tethered Balloon			40				Building Line																			
Other Inflatable			20				Building Line																			
Development Signs	200		6		1		Building Line							*	*	*	*	*	*	*	*	*	*	*	*	
Sidewalk Signs					1																		*			
Sandwich Board Signs	12	3	4				Building Line																			
Sidewalk Free-Standing Signs	6	3	5				Building Line																*			
Portable Signs	32		6		1												*	*	*	*	*	*		*	*	
Promotional (Civic) Signs					1			*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Banners	32		6		1		Building Line	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
Subdivision Directional Signs	100		15		2	100	Building Line	*									*	*	*	*	*	*	*	*	*	