



City of Red Oak

Phone: (972) 576-3414

Fax: (972) 576-3425

101 S. Live Oak St.

Red Oak, Texas 75154

Sign Permit Application

Building Permit Number: _____	Valuation: _____
Business/Project Name: _____	
Project Address: _____	
Project Description:	
☐ Permanent	
☐ Temporary	Dates to be up: _____ to _____
☐ Wind Device	Dates to be up: _____ to _____
Description of proposed sign: _____	
Zoning: _____	Sign Length: _____ Width: _____ Sq. Ft.: _____

Owner / Business Name: _____		
Contact Name: _____	Contact Email: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

Sign Contractor	Contact Person	Phone Number	Email
Electrical Contractor	Contact Person	Phone Number	Email

Applications of permits must contain the following information. Please attach a copy of the following.

- ☐ One (1) set of plans showing sign location in relation to nearby buildings or structures, signs, property lines, driveway, public streets, fences and sidewalks
- ☐ One (1) blueprints or drawings of plans and specifications showing method of construction and attachment to the building or ground, size, type, height, construction materials and such other information that may be required.
- ☐ A copy of stress sheet and calculations.
- ☐ Written consent of the owner of the building, structure or land to which or which the structure is to be erected
- ☐ Any electrical permit required and issued for said sign
- ☐ Insurance policy of bond as required by 12.3.13 of Zoning Ordinance.
- ☐ Highway Department Licensing for all signs located within the "Highway Control Zone".

Temporary Sign Regulations

Window Signs: Signs may be placed in a window or glass door, NO PERMIT REQUIRED, as long as no more than 40% of the glass on any one side of the building is covered. Community service, civic and educational organizations flyers and posters are not counted as part of the window coverage.

Temporary Signs and Banners: Temporary signs and banners may be placed out for 30 days at a time up to 4 times per year. There must be a 60 day period between each display. A permit is required.

Wind Devices: Wind devices are any device that draws attention to a business and moves freely in the wind. Wind devices may be displayed up to 90 days per calendar year. A permit is required.

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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____

Date: _____

OFFICE USE ONLY

Approved by: _____	Date approved: _____
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Total Fees: _____
Check # or Cash: _____
Issued By: _____
Issued Date: _____