



Date of Application: _____

Permanent & Temporary Sign Permit Application

Incomplete applications will be rejected. Please see Article VIII Sign Requirements [HERE](#)

Part 1. Permit Location

Permit Address (& Suite # if applicable)	General Location / Cross Streets	5-Digit RCAD ID # (click HERE to locate)
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Part 2. Sign Type (separate application must be submitted for each sign; click [HERE](#) for visual examples of each sign type)

Freestanding Signs

- ☐ **Pylon** (\$150). Sign supports attached to ground & extend to sign face w/min 50% of sign support in contact w/ground & sign face
- ☐ **Monument** (\$150). Sign poles or supports concealed w/min 12" masonry base & 8" masonry border
- ☐ **Directional/Menu Board** (\$100/\$150). Sign guides traffic on private property/Sign associated w/ food menu & pricing

Development Signs

- ☐ **Subdivision Identity** (\$150). Sign identifying subdivision name, usually located at entrance, & meets req. of monument sign above
- ☐ **Model Home** (\$150). Sign markets homebuilder company & meets req. of monument sign above. Must be removed after 4 years
- ☐ **Project Development** (\$150). Sign identifying development of tract it's located on. Must be removed after 2 years
- ☐ **Kiosk** (\$150). Signs for informational purposes generally used to identify attractions or upcoming events

Wall Signs

- ☐ **Building Wall** (\$150). Attached to wall w/sign facing parallel to & not more than 12" from wall surface
- ☐ **Blade** (\$75). Attached to wall & oriented perpendicular to the face of building & projects 12" beyond surface of building wall
- ☐ **Window** (\$150). Affixed to window. No permit required if < 4 signs &/or if aggregate sign area < 10% of aggregate window area

Other Signs

- ☐ **Other Sign Type Not Listed**. Specify Type: _____ Is Sign Permanent? ☐ Yes ☐ No
- ☐ **Flagpole**. Exempt from fee if flown w/US & Texas flags. Permit still required. If not flown w/US & Texas flags, fee \$75
- ☐ **Sign Repair** (None). Permit required if cost of repair is 60% or more than cost of sign
- ☐ **Special Sign Permit Request** (\$200). Click [HERE](#) for prerequisites to submit special sign permit request
- ☐ **Sign Variance Request/Appeal** (\$250). Alleges error in order, req., or decision of administrative official

Temporary Signs

- ☐ **Portable** (\$50). Sign supported by but not attached to ground used for advertisement purposes
- ☐ **Banner** (\$50). Lightweight, inexpensive sign (typically < \$50) usually made of cloth or banner material
- ☐ **Inflatable** (\$50). Designed to be filled w/gas or air & usually made of rubber
- ☐ **Balloon** (\$50). Attached to ground w/line extending into air intended to attract attention to a business or place

Part 3. Sign Calculations (type or print legibly). Each section flows from left to right

Freestanding & Development Signs, Section 3a. Skip this section if a WALL, OTHER, or TEMPORARY sign

Sign Length, Feet then Inches	Sign Height, Feet then Inches
Sign Total Area, Square Feet	Size of Sign Supports, Length then Height
Sign Elevation (top of sign to ground), Ft. then In.	Sign Setback from Property Line, Feet
# of Existing Freestanding Signs on this Site	Total Area of Existing Freestanding Signs

Wall & Other Signs, Section 3b. Skip this section if a FREESTANDING, DEVELOPMENT, or TEMPORARY sign

Sign Length, Feet then Inches	Sign Height, Feet then Inches
Sign Total Area, Square Feet	Sign Elevation (top of sign to ground), Ft. then In.
Dimensions of Wall (length then height)	Total Area of All Windows & Doors on Wall (sq ft)
# of Existing Wall Signs on this Wall	Total Area of Existing Wall Signs on this Wall

Temporary Signs, Section 3c. Skip this section if a FREESTANDING, DEVELOPMENT, WALL, OR OTHER sign

Sign Length then Height, Feet then Inches	Sign Total Area, Square Feet
Temporary Sign Start Date (Month/Date/Year)	End Date (Month/Date/Year)

Location of Sign

Part 4. Sign Details

What the Sign is Made of (e.g. stone & brick base w/masonry border & metal sign face; or aluminum back w/acrylic letters)

How the Sign Will be Anchored or Attached (e.g. 4x8 concrete base inset 2' in ground; or 1" spacer w/2" non-corrosive bolt to wall)

Is sign Illuminated? ☐ Yes ☐ No If yes, is there an existing connection? ☐ Yes ☐ No If no, electric permit required (\$75)

Does Sign Have Changeable Copy (i.e. LED/digital sign varying in color or movement) ☐ Yes ☐ No If yes, % of C. Copy:

Is Sign 2-Sided? ☐ Yes ☐ No What Direction(s) will Sign Face? ☐ North ☐ South ☐ East ☐ West

Part 5. Responsible Party Information (type or print legibly)

Record Owner of Property

Email

Phone

Tenant Name

Email

Phone

Sign Contractor Name

Sign Contractor Business Name

Email

Phone

Person Installing Sign Will Be: ☐ Owner ☐ Tenant ☐ Sign Contractor ☐ Other (specify):

Who is the Primary Contact for this Permit: ☐ Owner ☐ Tenant ☐ Sign Contractor

An issued permit becomes invalid if work authorized by permit does not commence within 180 days of issuance, or if work on site is incomplete within 180 days after work commenced. **All permits require final inspection.** I hereby certify that I am authorized to perform work under this permit, and have consent to enter onto the property to complete the work. After close review of this application, I further certify the information provided is true and correct to the best of my knowledge, the work shall comply with all provisions of laws and ordinances, whether specified or not.

Property Owner's Name (printed)

Property Owners Signature

Date (Month/Date/Year)

Applicant's Name (printed)

Applicant's Signature

Date (Month/Date/Year)

Planning & Development Department. Physical Address: 1900 CD Boren Pkwy.

(972) 771-4601 ext 156 email [sjarez@fatetx.gov](mailto:sjuarez@fatetx.gov)

****Incomplete applications will be rejected. Please refer to Article VIII Signage Requirements [HERE](#)****