



CITY OF MERIDIAN

SIGN PERMIT APPLICATION

111 N. Main Street
P. O. Box 306
Meridian, TX 76665
(254)-435-2381

For Office Use Only

Permit No. _____

Permit Fee: \$ _____

☐ Cash ☐ Charge

☐ Check # _____

Date Issued: _____

Site Address: _____ Zoning: _____ Planning Case #: _____

Suite No. (if any): _____ PID: _____

Type of Business: _____ Leased/Owned Area (square feet): _____

PLEASE PRINT

Applicant Name and Address:

Contact: _____

Phone: _____ Fax: _____

Email: _____

Property Owner Name and Address:

Contact: _____

Phone: _____ Fax: _____

Email: _____

Permanent Sign (\$100): _____

Electronic Message Center Sign (\$300): _____

Temporary Sign (\$35): _____

From: ____/____/____ To: ____/____/____

NOTE: Sign fee is due at time of permit application. A separate application is required for each sign.

TYPE OF SIGN (Please Circle all that apply)		
New	Wall-Mounted	Illuminated
Alteration	Monument	Non-Illuminated
Repair	Pylon	Banner (temporary)
Relocate		Portable (temporary)

Size of Sign:

Length: _____ ft.
Height: _____ ft.
Letter Depth: _____ in. (min. 1/2" required)
Total Area: _____ sq. ft.
Logo Area: _____ sq. ft. _____ %
EMC: _____ sq. ft. _____ %

If a **Wall Sign**,

Wall Area: _____ sq. ft.

Percentage of wall
coverage by sign: _____

Building Elevation (circle): N S E W

If a **Monument or Pylon Sign**,

Total Height (above grade) _____ ft.

Required Inspections

____ Footing
____ Foundation
____ Final

Illuminated Signs

An electrical permit must
be obtained and final electrical
inspection approval is required.

Other Requirements

The approved plans and permit
must be on site for the final
inspection.

REQUIRED INFORMATION

Wording on Sign: _____

Type of Illumination: _____

Materials Used for Construction: _____

Sign Facing Material: _____

Wall Anchorage Details: _____

Specifications of fasteners (e.g., size, type, number per letter, and spacing): _____

Approximate weight of sign: _____ Value of Sign: \$ _____

Estimated Date of Completion: _____

Will the sign be located in a public drainage or utility easement?: _____ Yes _____ No

NOTE: Please attach an elevation drawing to scale of the entire wall of the building to which the sign is to be affixed, accurately locating the sign. If the sign is free standing, attach a site plan showing the exact location of the sign in relation to the property lines and plans indicating the manner the sign and/or its support will be constructed.

THE UNDERSIGNED HEREBY AGREES TO DO ALL WORK IN ACCORDANCE WITH MERIDIAN CITY CODE AND THE RULINGS OF THE BUILDING INSPECTIONS DIVISION.

Applicant's Signature: _____ Date: ____/____/____

Property Owner/Management's Signature: _____ Date: ____/____/____

(REQUIRED)

APPROVALS

Building: _____

Planning: _____

Engineering: _____

Date: _____

Date: _____

Date: _____