SIGN PERMIT APPLICATION (Temporary) COMMUNITY SERVICES

OFFICE PHONE - 972/744-4180 • INSPECTION REQUEST - 972/744-4181 • FAX - 972/744-5802

Project Address:							
Name of Business/Tenant:							
Type of Sign: Temporary promotional sign Development sign (banner, flags, etc.) Other (specify)							
Description of materials:					Grand Opening or Coming Soon	Yes	No
Promotional signs:	Start date: Store Front Measureme						
(banners, flags, etc.)	Size of banner:	Other displays to be used:					
Wording on banner:							
Development sign: St	Start date: Name of development:						
Sign Contractor Mailing Address City State Zip							
Applicant's Name (Please Print) Company Title Driver's license #							
Applicant's signature:							
EMAIL ADDRESS: PHONE #							
 Plans for temporary promotional signs may be required if deemed necessary. All plans shall be drawn to scale and shall include all copy/script of the sign. Provide the overall height and width dimensions of the sign and copy/script. Complete a separate application for each sign. Promotional/banner permits are valid up to 30 days for new businesses and 21 days for subsequent permits. Limited to 4 permits per year with a 7-day wait between permits. 							
Developer sign plans: Site plan showing location of sign; elevation drawing of the sign and copy/script; specifications of the materials. Note: Development sign permits are valid for 6 months and must be renewed each 6 months.							
OFFICE USE ONLY							
Checked By:	Date:		Application #				
Date:	Amount \$	Receipt #		Cash /	Ck #	By:	