



CITY OF WACO

**INSPECTION SERVICES DEPARTMENT**

**P.O. BOX 2570**

**WACO, TX 76702-2570**

**PHONE# 254-750-5612**

**FAX# 254-750-5624**

**SIGN PERMIT APPLICATION**

DATE SUBMITTED \_\_\_\_\_

**ADDRESS OF SIGN LOCATION**

\_\_\_\_\_

**APPLICANT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

**PROPERTY OWNER – *SIGNATURE REQUIRED***

NAME \_\_\_\_\_ *SIGNATURE* \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**PROPOSED OFF PREMISE SIGN OR BILLBOARD - OWNER**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

**PROPOSED ON-PREMISE SIGNS - OWNER**

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOTAL SQ. FOOTAGE OF EXISTING SIGNAGE \_\_\_\_\_

PROVIDE AREA OF WALL (IF A WALL SIGN) \_\_\_\_\_

**SIGN CONTRACTOR**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

\*ELECTRICAL SIGN CONTRACTOR LICENSE # \_\_\_\_\_

\* MASTER ELECTRICIAN / MASTER SIGN ELECTRICIAN LICENSE # \_\_\_\_\_

\* **Any signs requiring electricity or LED signs must be permitted and installed by an Electrical Sign Contractor and Master Sign or Master Electrician licensed by the State of Texas. LICENSE NUMBERS MUST BE PROVIDED ABOVE**

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH SIGN THAT WILL BE AT THE ABOVE LOCATION:

SIZE OF SIGN \_\_\_\_\_ SIGN HEIGHT \_\_\_\_\_ HOW MANY OF THIS SIZE \_\_\_\_\_

DOUBLE FACE YES \_\_\_\_\_ NO \_\_\_\_\_  
ILLUMINATED YES \_\_\_\_\_ NO \_\_\_\_\_  
LED YES \_\_\_\_\_ NO \_\_\_\_\_

ESTIMATED COST OF SIGN \_\_\_\_\_

SIZE OF SIGN \_\_\_\_\_ HOW MANY OF THIS SIZE \_\_\_\_\_

DOUBLE FACE YES \_\_\_\_\_ NO \_\_\_\_\_  
ILLUMINATED YES \_\_\_\_\_ NO \_\_\_\_\_  
LED YES \_\_\_\_\_ NO \_\_\_\_\_

ESTIMATED COST OF SIGN \_\_\_\_\_

SIZE OF SIGN \_\_\_\_\_ HOW MANY OF THIS SIZE \_\_\_\_\_

DOUBLE FACE YES \_\_\_\_\_ NO \_\_\_\_\_  
ILLUMINATED YES \_\_\_\_\_ NO \_\_\_\_\_  
LED YES \_\_\_\_\_ NO \_\_\_\_\_

ESTIMATED COST OF SIGN \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application will not be processed if the application is not complete. The Property Owner must sign the application or the application will be REJECTED.

THE FOLLOWING IS ALSO REQUIRED IN ORDER FOR THIS APPLICATION TO BE COMPLETE:

1. ONE SCALED SITE PLAN FOR EACH SIGN
2. ONE STRUCTURAL PLAN FOR EACH SIGN
3. ONE ELEVATION PLAN FOR BUILDING AND CANOPY SIGNS
4. FOR OFF PREMISES SIGNS (BILLBOARDS) ONE OVERALL PLAN SHOWING ANY EXISTING BILLBOARDS IN RELATION TO THE PROPOSED LOCATION.
5. FOR ON PREMISES SIGNS ONE OVERALL PLAN SHOWING ANY EXISTING SIGNAGE IN RELATION TO THE PROPOSED LOCATION.

Important: After the installation of the sign is complete, a final inspection of each sign will be made based on the information provided on this form. Signs that are not installed to the specifications provided herein are subject to enforcement actions by the Inspection Services Department; up to and including removal of the sign.

PLEASE ATTACH PHOTOS OR OTHER DOCUMENTS THAT WILL ASSIST IN THE PROCESSING OF THIS APPLICATION.

MAIL COMPLETED APPLICATION TO:  
INSPECTION SERVICES DEPARTMENT  
P.O. BOX 2570  
WACO, TX 76702-2570 or  
EMAIL: JUANL@CI.WACO.TX.US

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- OFFICE USE ONLY -

Inspector Final \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_