



Planning Services
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Waco, Texas 76702-2570
254 / 750-5650
Fax: 254 / 750-1605
planning@ci.waco.tx.us
www.waco-texas.com

On Premise Sign Permit Application

Address of Sign Installation

Applicant Information

Application Date: _____

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Email / Fax Number _____

Property Owner – SIGNATURE REQUIRED

Name: _____ Signature: _____

Address: _____

City: _____ State _____ Zip _____

On Premise Sign - Owner

Name: _____ Business Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Email / Fax Number _____

Sign Contractor Information

Please check here if same as applicant.

Name: _____ Business Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Email / Fax Number _____

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

Electrical Sign Contractor License # _____

Master Sign Electrician or Master Electrician License # _____

**Any sign fixture that requires electricity must have an approved testing agency listing number.
This number must be provided in the space provided for the application to be processed.**

Estimated cost of sign: _____

Type of Sign: Attached to building Painted wall sign Detached / Pole sign LED Sign

Total square footage of sign: _____ Detached sign, installed height: _____

Will the sign require electricity: Yes No If yes, approved testing agency listing # _____

Is there existing power for sign: Yes No *If no, an electrical permit must obtained, and inspection passed, before the sign final inspection. Please call (254) 750-5612 for more info regarding electrical permits / inspections.*

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The Following items must be provided in order for this application to be processed.

1. All signs must be installed in accordance with chapter 28-1042 of the sign ordinance.
2. Property owner signature must be provided.
3. All electrical sign fixtures must be listed with an approved testing agency. The sign fixture must have the manufacturer's label attached with the approved testing agency's listing number.
4. A scaled site plan for each sign and drawings of the lot or building façade indicating the location of the proposed signage. For any sign, attached to or painted on a wall, the total square footage of the wall must be provided.
5. A overall plan showing the location and size of existing signage in relation to new signs.
6. A elevation plan for building and/or canopy signs.
7. For detached signs that are 35 feet or higher drawings with professional engineers seal must be provided with this application.

Please attach photos or other documents that may assist with the processing of this application.

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 Planning Services Department; up to and including removal of the sign.

Mail completed application to:
Planning Services Department
P.O. Box 2570
Waco, TX 76702-2570 or
Email: DennisH@wacotx.gov