



Planning Services
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Temporary Sign Permit Application

Address of Sign Installation

Number of Days Requested For This Sign

Applicant Information

Application Date: _____

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Email / Fax Number _____

Property Owner – SIGNATURE REQUIRED

Name: _____ Signature: _____

Address: _____

City: _____ State _____ Zip _____

Sign Information

***All electrical sign fixtures must have an approved testing agency listing number.
This number must be provided in the space provided for the application to be processed.**

Please check the type of sign you are requesting on the following page:

- Mobile Sign** – Permit valid for 30 consecutive days maximum per sign / location.
- Banners, Balloons or Other** – Permit valid for 30 consecutive days maximum per sign / location.
- Development / Construction Sign** – Permit valid for 1 year maximum per sign / location.

Total square footage of sign: _____ Installed sign height: _____

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

Date Sign Will Be Installed: _____ Date Sign Will Be Removed: _____

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 manufacturers label attached with the approved testing agency's listing number.
4. A scaled site plan for each sign and drawings of the lot indicating the location of the proposed signage.

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
