

Checklist for Sign Permit Application

****The following documents must be submitted to consider the application complete.****

Illuminated Sign Permit REQUIREMENTS:

- Completed ONLINE Application
- Declaration Page of Insurance naming the City of Waco as insured
- Electrical Master License
- Electrical Sign Contractor License
- Elevation Plan
- Overall Scaled Site Plan
- Scaled Site Plan per Sign
- Signature Page

Non-Illuminated Sign Permit REQUIREMENTS:

- Completed ONLINE application
- Elevation Plan
- Overall Scaled Site Plan
- Scaled Site Plan per Sign
- Signature Page

Temporary Sign Permit REQUIREMENTS:

- Completed ONLINE application
- Elevation Plan
- Overall Scaled Site Plan
- Signature Page



**Sign Permit
Signature Page**

I hereby certify that: a) the information included in this application is true to the best of my knowledge, and b) I agree with all the items listed below.

- 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 plat will be required for all detached signs.**
- 5. A scaled site plan for each sign and drawings of the lot indicating the location of the proposed signage.**
- 6. An overall plan showing the location and size of existing signage in relation to new signs.**
- 7. An elevation plan for building and/or canopy signs must include height and length dimensions of the building or lease space.**
- 8. For detached signs that are 35 feet or higher drawings with professional engineer's seal must be provided with this application.**
- 9. A rough inspection must be scheduled for the day of installation and coordinated with the inspector.**

Note: 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 Development Services Department, up to, and including removal of the sign.

Applicant's Signature	Date	Name (PRINTED)
Address, including zip code	Telephone	Email address

Property Owner(s) Signature	Date	Name (PRINTED)
Address, including zip code	Telephone	Email address

Business Owner's Signature	Date	Name (PRINTED)
Address, including zip code	Telephone	Email address

Sign Contractor's Signature	Date	Name (PRINTED)
Address, including zip code	Telephone	Email address