

SIGN PERMIT APPLICATION CHECKLIST

Development Services Inspections
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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