

Checklist for Sign Permit Application

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

Sign Permit Illuminated REQUIREMENTS:

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

Sign Permit Non-Illuminated REQUIREMENTS:

- Completed ONLINE application and fee
- Elevation Plan
- Scaled Site Plan per Sign
- Photos
- 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 of 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 scaled site plan for each sign and drawings of the lot indicating the location of the proposed signage.**
- 5. An elevation plan for building and/or canopy signs must be included (off premise sign).**
- 6. For detached signs that are 35 feet or higher drawings with professional engineers seal must be provided with this application.**

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

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

Owner(s) Signature	Date	Name (PRINTED)
Address, including zipcode	Telephone	Email address