



Sign Permit Application – Permanent Sign

Application Date _____	
Business Name/Tenant: _____	
Physical Street Address: _____	
Business Owner: _____	
Contact Number: _____	Email: _____
Type of Sign: _____ Wall Sign/Building	_____ Monument _____ Other
Description of Work _____ New	_____ Reface _____ Repair
Height _____	Width _____ Elevation _____ Linear Ft _____
	(store front)
Sign Company _____	
Contact Number _____	Email _____

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE PERMIT BEFORE IT CAN BE PROCESSED

- One (1) legible copy of a site plan, survey or color photo showing location and dimensions.
- One (1) copy of a complete drawing of the sign including all dimensions for sign. This drawing must also include all information located on the sign.
- **MUST** Submit a Certificate of Occupancy. If one has not been approved, you must contact Building Inspections to obtain one.

The undersigned agrees to abide by all ordinances and regulations of the City of DeSoto relating to buildings, signs, and premises. The undersigned agrees to abide by all lawful decisions of the Code Enforcement and/or Building Official and/or made with reference to any questions arising by reason of work undertaken under the permit herein applied for:

Applicant Signature: _____ Date: _____



SIGN PERMIT APPLICATION INFORMATION GUIDE

1. Submit two sets of blueprints or ink drawings of the plans and specifications showing method of construction, method of attachment to the building or ground, size, type, height, and construction materials.
2. **MUST submit a copy of the Certificate of Occupancy. If a Certificate of Occupancy has not been approved then you will need to contact the Building Inspections Department to find out how to obtain one.**
3. Submit copy of stress sheets and calculations showing the structure is designed for live wind loads in any direction in the amount required by the Sign Ordinance and all other laws and ordinances of the City. Plans shall include a registered engineer's seal for roof mounted signs or free standing signs of fifty (50) square feet or larger and ten (10) feet or more in height (30 pounds per square foot wind load).
4. for monument or freestanding Signs: Site plan with setbacks are required.
5. **Submit to the Building Official a continuing bond for the amount of five thousand dollars (\$5,000.00), executed by the applicant and an approved surety company, and conditioned for the faithful observance of the provisions of the sign code, and all amendments thereto, and all laws and ordinances relating to signs which shall indemnify and hold harmless the City of DeSoto from any and all damages, judgements, costs suffered by reason of the granting of the permit. A liability insurance policy issued by an approved insurance company authorized to do business in the State of Texas conforming to the sign ordinance shall be permitted in lieu of a bond.**
6. Submit a Highway Department License for all signs within the "Highway Control Zone". This applies to all zoned and unzoned commercial and industrial areas within 660' of the nearest edge of the right-of-way of all portions of the Interstate or primary highway systems within the State of Texas.
7. Every sign shall have painted in a conspicuous place thereon, in letters not less than one inch (1") in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection with the sign.
8. A copy of the City of DeSoto Sign Ordinance can be obtained through the online portal at <http://www.ci.desoto.tx.us/99/Planning-Zoning>