

SIGN PERMIT APPLICATION
City of Rowlett
Development Services Building
3901 Main Street
972 412-6166



Permit No. _____

Project Address _____

Business Name _____

Contractor Name _____ Phone _____

Applicant Name _____ Phone _____

Type of Sign:

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Wall | <input type="checkbox"/> Roof | <input type="checkbox"/> Monument |
| <input type="checkbox"/> Awning | <input type="checkbox"/> Menu Board | <input type="checkbox"/> Single tenant |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Directional | <input type="checkbox"/> Multi-tenant |
| <input type="checkbox"/> Marquee | <input type="checkbox"/> Flag (Commercial | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Blade | Message) | Subdivision |
| <input type="checkbox"/> Hanging | <input type="checkbox"/> Canopy | |

Additional Information:

What is the square footage of the sign? _____

What is the estimated value of the sign? _____

Will the sign be illuminated or have electrical components? ___Yes ___No

Are there any existing signs that will remain on façade? ___Yes ___No

If yes, what is the total square footage of those signs? _____

Submittal Requirements (to be included with application):

- | | |
|--|---|
| <input type="checkbox"/> Drawing of sign, to-scale | <input type="checkbox"/> Area of façade or surface in square feet to which the sign will be attached. |
| <input type="checkbox"/> Sign height, width, and clearance | <input type="checkbox"/> Drawing of all signs on façade (new & existing), to -scale |
| <input type="checkbox"/> Sign area in square feet | <input type="checkbox"/> Zoning district of sign location |
| <input type="checkbox"/> Sign setbacks | <input type="checkbox"/> Additional information may be requested by staff |
| <input type="checkbox"/> Site plan showing all utility and access easements with sign location | |
| <input type="checkbox"/> Sign construction materials | |
| <input type="checkbox"/> Wind load of proposed sign | |

For Administrative Use Only		Permit Fee: _____
Planning Approval: _____	Date: _____	
Building Approval: _____	Date: _____	