



Date of Application: \_\_\_\_\_

# Permanent & Temporary Sign Permit Application

\*\*See [CHECKLIST](#) for minimum submittal requirements. Incomplete applications will be rejected\*\*

| Part 1. Permit Location                                                                                                                    |                                                      |                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------|
| Permit Address (& Suite # if applicable)                                                                                                   | General Location / Cross Streets                     | 5-Digit RCAD ID #<br>(click <a href="#">HERE</a> to locate) |
| Part 2. Sign Type (separate application must be submitted for each sign; click <a href="#">HERE</a> for visual examples of each sign type) |                                                      |                                                             |
| Freestanding Signs                                                                                                                         |                                                      |                                                             |
| <b>Pylon</b> (\$150). Sign supports attached to ground & extend to sign face w/min 50% of sign support in contact w/ground & sign face     |                                                      |                                                             |
| <b>Monument</b> (\$150). Sign poles or supports concealed w/min 12" masonry base & 8" masonry border                                       |                                                      |                                                             |
| <b>Directional/Menu Board</b> (\$100/\$150). Sign guides traffic on private property/Sign associated w/ food menu & pricing                |                                                      |                                                             |
| Development Signs                                                                                                                          |                                                      |                                                             |
| <b>Subdivision Identity</b> (\$150). Sign identifying subdivision name, usually located at entrance, & meets req. of monument sign above   |                                                      |                                                             |
| <b>Model Home</b> (\$150). Sign markets homebuilder company & meets req. of monument sign above. Must be removed after 4 years             |                                                      |                                                             |
| <b>Project Development</b> (\$150). Sign identifying development of tract it's located on. Must be removed after 2 years                   |                                                      |                                                             |
| <b>Kiosk</b> (\$150). Signs for informational purposes generally used to identify attractions or upcoming events                           |                                                      |                                                             |
| Wall Signs                                                                                                                                 |                                                      |                                                             |
| <b>Building Wall</b> (\$150). Attached to wall w/sign facing parallel to & not more than 12" from wall surface                             |                                                      |                                                             |
| <b>Blade</b> (\$75). Attached to wall & oriented perpendicular to the face of building & projects 12" beyond surface of building wall      |                                                      |                                                             |
| <b>Window</b> (\$150). Affixed to window. No permit required if < 4 signs &/or if aggregate sign area < 10% of aggregate window area       |                                                      |                                                             |
| Other Signs                                                                                                                                |                                                      |                                                             |
| <b>Other Sign Type Not Listed.</b> Specify Type:                                                                                           | Is Sign Permanent?                                   | Yes No                                                      |
| <b>Flagpole.</b> Exempt from fee if flown w/US & Texas flags. Permit still required. If not flown w/US & Texas flags, fee \$75             |                                                      |                                                             |
| <b>Sign Repair</b> (\$25). Permit required if cost of repair is 60% or more than cost of sign                                              |                                                      |                                                             |
| <b>Special Sign Permit Request</b> (\$125). Click <a href="#">HERE</a> for prerequisites to submit special sign permit request             |                                                      |                                                             |
| <b>Sign Variance Request/Appeal</b> (\$250). Alleges error in order, req., or decision of administrative official                          |                                                      |                                                             |
| Temporary Signs (temporary sign permits valid for 14 days from issuance. Reissuance may not occur for 3 month period)                      |                                                      |                                                             |
| <b>Portable</b> (\$50). Sign supported by but not attached to ground used for advertisement purposes                                       |                                                      |                                                             |
| <b>Banner</b> (\$50). Lightweight, inexpensive sign (typically < \$50) usually made of cloth or banner material                            |                                                      |                                                             |
| <b>Inflatable</b> (\$50). Designed to be filled w/gas or air & usually made of rubber                                                      |                                                      |                                                             |
| <b>Balloon</b> (\$50). Attached to ground w/line extending into air intended to attract attention to a business or place                   |                                                      |                                                             |
| Part 3. Sign Calculations (type or print legibly). Each section flows from left to right                                                   |                                                      |                                                             |
| Freestanding & Development Signs, Section 3a. Skip this section if a WALL, OTHER, or TEMPORARY sign                                        |                                                      |                                                             |
| Sign Face Length, Feet then Inches                                                                                                         | Sign Face Height, Feet then Inches                   |                                                             |
| Sign Face Total Area, Square Feet                                                                                                          | Size of Sign Supports, Length then Height            |                                                             |
| Sign Elevation (top of sign to ground), Ft. then In.                                                                                       | Sign Setback from Property Line, Feet                |                                                             |
| # of Existing Freestanding Signs on this Site                                                                                              | Total Area of Existing Freestanding Signs            |                                                             |
| Wall & Other Signs, Section 3b. Skip this section if a FREESTANDING, DEVELOPMENT, or TEMPORARY sign                                        |                                                      |                                                             |
| Sign Length, Feet then Inches                                                                                                              | Sign Height, Feet then Inches                        |                                                             |
| Sign Total Area, Square Feet                                                                                                               | Sign Elevation (top of sign to ground), Ft. then In. |                                                             |
| Dimensions of Wall (length then height)                                                                                                    | Total Area of All Windows & Doors on Wall (sq ft)    |                                                             |
| # of Existing Wall Signs on this Wall                                                                                                      | Total Area of Existing Wall Signs on this Wall       |                                                             |
| Temporary Signs, Section 3c. Skip this section if a FREESTANDING, DEVELOPMENT, WALL, OR OTHER sign                                         |                                                      |                                                             |
| Sign Length then Height, Feet then Inches                                                                                                  | Sign Total Area, Square Feet                         |                                                             |
| Temporary Sign Start Date (Month/Date/Year)                                                                                                | End Date (Month/Date/Year)                           |                                                             |
| Location of Sign                                                                                                                           |                                                      |                                                             |

## Part 4. Sign Details

What the Sign is Made of (e.g. stone & brick base w/masonry border & metal sign face; or aluminum back w/acrylic letters)

How the Sign Will be Anchored or Attached (e.g. 4x8 concrete base inset 2' in ground; or 1" spacer w/2" non-corrosive bolt to wall)

Is sign Illuminated?    Yes    No    If yes, is there an existing connection?    Yes    No    If no, eclectic permit required (\$75)

Does Sign Have Changeable Copy (i.e. LED/digital sign varying in color or movement)    Yes    No    If yes, % of C. Copy:

Is Sign 2-Sided?    Yes    No    What Direction(s) will Sign Face?    North    South    East    West

## Part 5. Responsible Party Information (type or print legibly)

**Record Owner of Property**

Email

Phone

**Tenant Name**

Email

Phone

**Sign Contractor Name**

Sign Contractor Business Name

Email

Phone

Person Installing Sign Will Be:    Owner    Tenant    Sign Contractor    Other (specify):

Who is the Primary Contact for this Permit:    Owner    Tenant    Sign Contractor

An issued permit becomes invalid if work authorized by permit does not commence within 180 days of issuance, or if work on site is incomplete within 180 days after work commenced. **All permits require final inspection.** I hereby certify that I am authorized to perform work under this permit, and have consent to enter onto the property to complete the work. After close review of this application, I further certify the information provided is true and correct to the best of my knowledge, the work shall comply with all provisions of laws and ordinances, whether specified or not.

**Name** (printed)

**Signature**

**Date** (Month/Date/Year)

**Planning & Development Department.** Mailing Address: PO Box 159, Fate, TX 75132.  
Physical Address: 1900 CD Boren Pkwy. (972) 771-4601 ext. 100. [wrugeley@cityoffate.com](mailto:wrugeley@cityoffate.com)

**\*\*Please be sure to review the sign application submittal requirements [CHECKLIST](#) to ensure submittal of a complete application. Incomplete applications will be rejected\*\***