



City of Terrell  
201 E. Nash/PO Box 310  
Terrell, TX 75160

PERMIT : \_\_\_\_\_

Ph: 972-551-6606 Fax: 972-551-6677

## Application for Sign Permit

*All signs must be located behind the property lines. No signs are allowed on the R.O.W. Temporary sign permits expire 30 days from issuance.*

Address of the sign: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot Block Subdivision

Property Owner: \_\_\_\_\_

Name Phone

Address

Business Owner: \_\_\_\_\_

Name Phone

Address

Contractor: \_\_\_\_\_

Name Phone

Address

### Sign Permit Information:

Location:

Central Business District  On Premise  
 Outside Central Business District  Off Premise

Distance from front property line: \_\_\_\_\_

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Type of Sign:

Pole Sign  Wall Sign  Billboard  Monument  
 Marquee  Awning  Temporary  Promotional

Valuation: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Permittee hereby acknowledges that all of the information given above is true and correct, and furthermore, hold the City of Terrell, its agents and employees harmless from any and all damages that may result from the placement of said sign. Permittee further agrees to allow the City of Terrell, by and through its employees, to enter the premises or property to remove and impound any sign determined by City employees to be in violation of the sign ordinance. I have read and understand the above as evidenced by my signature.

\_\_\_\_\_  
Owner or Agent Date

\_\_\_\_\_  
Approval by Inspector Date

Sign Permit Application Checklist



1. Name, Address, Phone Number of the applicant(s).
2. With a drawing or a map identify the location for the sign on the building or lot to which the advertising sign is to be attached or erected.
3. Two (2) sets of plans (drawn to scale) must be submitted with measurements showing the sign location in relation to nearby buildings, structures, signs, property lines/right of ways, driveways, public streets, fences and sidewalks.
4. Two (2) sets of blueprints (drawn to scale) of the specifications of the sign, the sign cabinet, and the method of construction. Plans must show the method of attachment to the building or ground, the size, type, height, construction materials, or any other requirements requested by the Building Official.
5. Any sign that is (50) square feet or larger and ten (10) feet or more in height and is a wall sign, roof-mounted or free standing sign, shall include a registered engineer's seal for wind load and dead load calculations.
6. Name of the person, firm, or corporation, or association erecting the sign.
7. A letter of written consent from the owner of the building, structure, or land that the sign structure is to be erected.
8. Any electrical permits needed (if applicable).
9. Zoning classification of the property.
10. Any other information that the Building Official shall require in accordance to all State and Local laws and ordinances.
11. TxDOT License for all signs located within the "highway control zone" (per the Texas Highway Beautification Act, "Outdoor Advertising Signs"). (Ord. No. 1905, 1-6-98)
12. A copy of the sign contract must be submitted.

Illuminated Signs—Approval Required

1. All electrical specifications must be submitted with detailed diagrams and wiring so the electrical inspector can examine for approval.
2. All illuminated signs shall include the UL listing in the specifications.
3. All electrical service for detached or free-standing signs shall be underground and in conduit.
4. No temporary electrical services are allowed. (Ord. No. 1905, 1-6-98)
5. A Master Electrician Electrical Sign Contractor License must be submitted.

If the work authorized under a sign erection permit has not been completed within sixty (60) days after issuance, the permit shall become null and void.