



# CITY OF CARROLLTON APPLICATION FOR SIGN PERMIT

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

## Property Owner Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Written consent of the owner granting permission for the placement of the sign is required.)

Address of Sign Location: \_\_\_\_\_

## Sign Contractor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Business License #, Location: \_\_\_\_\_

## Sign Information

Description:

- Freestanding       Wall       Canopy       Outdoor Advertising  
 Real Estate       Monument       Other: \_\_\_\_\_

Purpose: \_\_\_\_\_ Cost (materials & installation): \_\_\_\_\_

Zoning: \_\_\_\_\_ Size of Sign (sq. ft.): \_\_\_\_\_

Setback requirements (right-of-way): \_\_\_\_\_

Name of Business where sign is to be located: \_\_\_\_\_

Business Phone: \_\_\_\_\_

If temporary sign, number of days sign used: \_\_\_\_\_

By signing this I agree to indemnify and save the City of Carrollton harmless of all damages, demands or expenses of every character, which may in any manner be caused by the sign or sign structure. Each application shall present to the City on request, a certificate of liability insurance prior to the issuance of a sign permit.

Signature of Applicant: \_\_\_\_\_

Print name, title: \_\_\_\_\_

\_\_\_\_\_  
Approved by:

\_\_\_\_\_  
Date

**Application for Permit Requirements** – please read each application requirement before submitting for a sign permit.

- A site plan of the property which bears the scaled and labeled proposed location of sign.
- The aggregate area and copy area for all signs on the parcel.
- Name(s) and address(es) of the owner(s) of the real property upon which the sign is to be located and **letter of permission from property owner**.
- Name, address, telephone number, fax number, business license number, and signature of the business owner authorizing placement of the sign.
- Name, address, telephone number, fax number, **copy of business license**, and signature of sign contractor.
- Type of sign to be erected, area and copy of the sign, the height of the sign, shape of the sign, color(s) of the sign, material of sign, and details showing how sign will be mounted, installed, or erected. If possible, please include a photo or illustration of what sign will look like.
- For freestanding, monument, and outdoor advertising signs only, the dimensioned sign location on a site plan, the structural foundation and mounting details; wind loading details certified by a registered engineer, and the location and size of the sign.
- List and/or illustration of all existing signs on property.
- Cost of the sign (materials and installation).
- If an electrical sign, a copy of the electrical permit. Signs connected to an approved, existing wired outlet or junction box do not require electrical permits.
- For illuminated signs, maximum foot candles must be specified on the permit application. Maximum foot candles shall not exceed 12,000 lumens.
- Note from City Engineering Dept. detailing right-of-way and setback requirements.**

**Permit Fees** – the fee schedule for sign permits shall be as follows, except that the fee shall be waived for bona fide charitable organizations only.

| <b>TYPE OF SIGN</b>                                 | <b>FEE</b>                                         |
|-----------------------------------------------------|----------------------------------------------------|
| Canopy, Freestanding, Instructional, Monument, Wall | \$1.00 per Sq. Ft                                  |
| Construction                                        | No permit required                                 |
| Outdoor Advertising (billboard)                     | Construction cost per Building permit fee schedule |
| Real Estate (Directional)                           | No permit required                                 |
| Roof                                                | Prohibited                                         |
| Temporary/Special Event Sign                        | \$1.00 per day                                     |

Temporary (special event) signs shall be issued for any number of days not to exceed sixty (60) days in a twelve (12) month period, provided that no permit shall be issued for less than fifteen (15) consecutive days.

\*A minimum of \$25.00 shall be charged for each sign permit, plus the applicable electrical permit fee, if such permit is also required.