



Sign Permit Application

APPLICANT TO COMPLETE ALL NUMBERED SPACES ONLY – PLEASE PRINT

1. JOB ADDRESS						
LEGAL DESC.	LOT NO.	BLOCK	SUBDIVISION/ TRACT			
2. PROPERTY OWNER					PHONE	
3. BUSINESS NAME					PHONE	
4. CONTRACTOR		MAIL ADDRESS	ZIP	PHONE	LICENSE #	
5. ENGINEER			CERTIFICATION #	PHONE		
6. TYPE OF SIGN						
FREESTANDING		WALL	CANOPY	PROJECTING	ROOF	BILLBOARD
SIZE OF SIGNS						
L	W	SQ.FT.	HGT.	UL#		
L	W	SQ.FT.	HGT.	UL#		
L	W	SQ.FT.	HGT.	UL#		
L	W	SQ.FT.	HGT.	UL#		
8. SETBACK DISTANCE:			9. STREET FRONTAGE:			
10. NUMBER OF EXISTING SIGNS:		SQ FT:	11. LOCATED IN A RESIDENTIAL AREA: YES NO			
12. ILLUMINATED/ ELECTRIC: NO DIGITAL ELECTRONIC <i>*ELECTRIC SIGNS REQUIRE ADDITIONAL INFORMATION (SEE BACK)</i>						
BILLBOARDS – INDICATE WHETHER PROPOSED BILLBOARD IS WITHIN:						
13. 200 FT. OF ANY ON-PREMISE, FREESTANDING SIGN		300 FT. OF A RESIDENTIAL LOT ON THE SAME SIDE OF STREET				
200 FT. OF ANY SIGNALIZED INTERSECTION		100 FT. RADIUS FROM ANY RESIDENTIAL LOT				
1,000 FT OF ANY EXISTING BILLBOARD ON THE SAME SIDE OF A "FREEWAY" OR 750 FT. OF ANY OTHER STREET						
14. WALL, CANOPY, ROOF, & PROJECTING SIGNS:						
BUILDING FRONT/WALL DIMENSIONS			SQ.FT.	CLEARANCE		
15. TOTAL SIGN(S) VALUATION: \$			PERMIT FEE:			
<p>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</p> <p>_____ Signature of Contractor or Authorized Agent</p> <p>_____ Date</p>			<p>Office Use Only: This application was reviewed and found to be in compliance with the following, when applicable:</p> <ul style="list-style-type: none"> • Chp. 5, City Code – Signs <input type="checkbox"/> Plat Reviewed • International Building Code <input type="checkbox"/> Site Plan Reviewed • National Electric Code <input type="checkbox"/> Utility Easements <input type="checkbox"/> Licensed Sign Installer <input type="checkbox"/> Floodplain Reviewed <p>_____ Staff Approved for Issuance</p> <p>_____ Date</p>			

DEVELOPMENT CENTER
700 MAIN CENTER, #128 P.O. BOX 1758
VICTORIA, TEXAS 77902 (361) 485-3320
FAX (361) 485-3326

Requirements for Sign Permit Applications

- Complete all numbered blanks that are applicable.
- Off-premise Signs (Billboards) require an initial \$135.00 location review fee. A plot plan, deed and an executed contract between the owner and lessee must be submitted.
- On-premise Signs require a plot plan and drawings of the proposed signs. Signs must be set back a minimum of 10ft from the property line to the closest point of the sign structure.
- *Illuminated / Electric Signs must be installed by a licensed and qualified person.
 - Electronic Message Signs with a static message shall not change more than once every 5 seconds and the message in its entirety must change within one second. Electronic Message Signs with scrolling messages shall scroll the entirety of the message within 3 seconds. No portion of the message shall blink or flash.
 - Digital Signs shall display only a static image consisting of a message and background, including all graphics. The static image shall not change more than once every five seconds and the message in its entirety must change within one second. No portion of the message shall blink or flash.

Please provide the following information:

ILLUMINATED/ ELECTRICAL SIGNS		
#	TYPE OF EQUIPMENT	FEE
	Circuits	
	Fixtures/Outlets	
	Motors- A/C	
	0-1 Hp	
	1-10 Hp	
	11-25 Hp	
	26+	
	Services	
	0-60 Amps	
	61-100	
	101-200	
	201-400	
	Meters (Additional Services)	
	Signs	
	PERMIT	\$
	TOTAL FEE	\$

- The Development Center will assist you with any of your questions pertaining to the above.
- Sign permit application will be reviewed according to the following.
 - 2015 International Building Code
 - Chapter 5, Article XIII of the Victoria City Code
 - National Electrical Code

When the sign permit application is approved, you will be contacted by the Development Center.

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