



Sign Permit Application

JOB ADDRESS: _____

Block: _____ **Lot:** _____ **Subdivision:** _____

Sign Type(s):

- BUILDING ATTACHED SIGN POLE SIGN CANOPY
 MONUMENT SIGN OPENING SOON

Applicant name: _____ **Contact number:** _____

Mailing address: _____ **Cell phone:** _____

City: _____ **State:** _____ **Zip:** _____ **Alt. Phone:** _____

Email address: _____

Property Owner: _____ **Contact number:** _____

Mailing address: _____ **Cell phone:** _____

City: _____ **State:** _____ **Zip:** _____ **Alt. Phone:** _____

Sign Description: _____

Linear feet of building frontage: _____ **Total square feet of attached sign:** _____

Construction or job value:\$ _____ **Total square feet of detached sign:** _____

All information on the temporary banner sign permit must be supplied in full at the time of submittal. If information is not submitted in full the review process will stop immediately and all information will be given back to applicant. The terms and conditions for temporary banner signs during the moratorium are listed on the back.

I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to make this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas, and the approved plat, plan and specifications. I further certify that I will use the subcontractor listed and approved or will contact the Development Services Department for a change order.

Signature of applicant: _____

Date: _____

Issue/DO NOT Issue:	Date:	Office Use Only
		Permit Fee:

Sign Permit Application Requirements

The following is a checklist of items that must be included with sign applications. Please review the City of Marble Falls Sign Regulations (Appendix B Land Use Regulations, Sign Regulations, Section 930 – 969) while preparing a sign permit application. A copy of the regulations is available upon request or can be obtained on the City's website.

General Requirements

- Graphics that include pictorial representation and dimensions of the sign(s). Include the square feet of each sign and total square feet of all signs to be permitted.
- A legal site plan that shows the property lines and the location(s) of the signs. If the sign(s) is to be attached to the building, include the building footprint and the linear dimensions of the building. If the sign is to be detached, indicate the dimensions from the property lines to the sign.

Identify:

- The type of sign
- The materials use in the construction of the sign
- The materials used for any supporting elements of the sign (posts, etc)
- For detached signs, the height of the sign measured from the top of the sign to the street grade nearest to the sign, meaning the frontage street pavement grade. Signs shall not be higher than thirty-five (35) feet measured from the top of the sign to the grade.
- For detached signs over six (6) feet tall, a certification indicating that the sign meets wind load pressure requirements. For signs that are between six (6) and thirty (30) feet tall, the wind load pressure is twenty (20) pounds per square foot. For signs that are over thirty (30) feet tall, the wind load pressure is twenty-five (25) pounds per square foot.

Contact Janet Hobbs, Planning Technician, for more information or with any questions.
830-798-7066 or jhobbs@cdi.marble-falls.tx.us