



## Sign Permit Application

### SIGN INFO:

Sign Address \_\_\_\_\_ Zoning District \_\_\_\_\_

Name of Business \_\_\_\_\_ Phone# \_\_\_\_\_

Description of Sign \_\_\_\_\_  
\_\_\_\_\_

Value of work: \_\_\_\_\_

Attached sign \_\_\_ Yes \_\_\_ No

**TOTAL** Sq. Ft: \_\_\_\_\_ Height of Sign: \_\_\_\_\_

Class 1 billboard \_\_\_ Yes \_\_\_ No

Class 2 billboard \_\_\_ Yes \_\_\_ No

Setbacks: Right side \_\_\_\_\_

Property has street coverage on \_\_\_\_\_ Side(s)

Left side \_\_\_\_\_

Frontage on Primary Street \_\_\_\_\_

Front \_\_\_\_\_

Frontage on secondary street \_\_\_\_\_

Is sign to be placed in the "Highway Control Zone" \_\_\_\_\_ (see #7 on information guide)

### APPLICANT/ CONTRACTOR INFO:

Applicant Name (company) \_\_\_\_\_ Phone# \_\_\_\_\_

Applicant Address \_\_\_\_\_ Email \_\_\_\_\_

Electrical Contractor (If Applicable) \_\_\_\_\_ Phone# \_\_\_\_\_

**\*By signing this application you are agreeing that you have submitted all the requirements listed on the checklist attached, including the bond or insurance.**

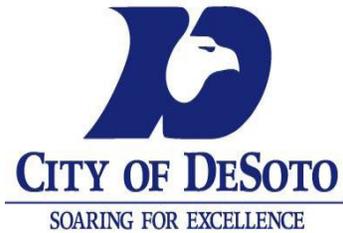
Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Approved By: \_\_\_\_\_

Denied By: \_\_\_\_\_

Date: \_\_\_\_\_



## ***SIGN PERMIT APPLICATION INFORMATION GUIDE***

1. Submit two sets of blueprints or ink drawings of the plans and specifications showing method of construction, method of attachment to the building or ground, size, type, height, and construction materials.
2. Submit copy of stress sheets and calculations showing the structure is designed for live wind loads in any direction in the amount required by the Sign Ordinance and all other laws and ordinances of the City. Plans shall include a registered engineer's seal for roof mounted signs or free standing signs of fifty (50) square feet or larger and ten (10) feet or more in height (30 pounds per square foot wind load).
3. Submit written consent of the owner of the building, structure, or land to which or on which the structure is to be erected.
4. Submit to the Building Official a continuing bond for the amount of five thousand dollars (\$5,000.00), executed by the applicant and an approved surety company, and conditioned for the faithful observance of the provisions of the sign code, and all amendments thereto, and all laws and ordinances relating to signs which shall indemnify and hold harmless the City of DeSoto from any and all damages, judgements, costs suffered by reason of the granting of the permit. A liability insurance policy issued by an approved insurance company authorized to do business in the State of Texas conforming to the sign ordinance shall be permitted in lieu of a bond.
5. Submit a Highway Department License for all signs within the "Highway Control Zone". This applies to all zoned and unzoned commercial and industrial areas within 660' of the nearest edge of the right-of-way of all portions of the Interstate or primary highway systems within the State of Texas.
6. Every sign shall have painted in a conspicuous place thereon, in letters not less than one inch (1") in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection with the sign.
7. A copy of the City of DeSoto Sign Ordinance can be obtained through the Building Inspection office or on line at [www.ci.desoto.tx.us](http://www.ci.desoto.tx.us).