



TOWN OF HORIZON CITY
 14999 Darrington Road
 Horizon City, Texas 79928
 Phone 915-852-1875 Fax 915-852-1005

SIGN PERMIT APPLICATION

Sign Permit No. _____	RE: Electrical Permit No. _____
Expiration / Void Date: _____	Issued Date: _____
_____	_____ (61 st day)

APPLICANT INFORMATION

APPLICANT _____ **CONTACT:** _____
 ADDRESS _____
 CITY/STATE _____ ZIP CODE _____
 EMAIL: _____ PH NO. _____ CELL NO. _____

APPLICANT IS: PROPERTY OWNER TENANT PROPERTY MANAGER REPRESENTATIVE (AFFIDAVIT REQUIRED)

CONTRACTOR INFORMATION

FIRM NAME ERECTING SIGN _____ **CONTACT:** _____
 ADDRESS _____
 CITY/STATE _____ ZIP CODE _____
 EMAIL: _____ PH NO. _____ CELL NO. _____

BOND/INSURANCE INFORMATION

INSURER NAME _____
 ADDRESS _____
 CITY/STATE _____ ZIP CODE _____
 CONTACT: _____ EMAIL: _____ PH NO. _____
 POLICY OR BOND# _____ FOR 5K (IF APPLICABLE) EXPIRES: _____

SIGN LOCATION INFORMATION

ADDRESS _____
 CITY/STATE _____ ZIP CODE _____
 LEGAL DESCRIPTION: _____

WITHIN HIGHWAY CONTROL ZONE (HCZ) **LICENSE REQUIRED** **Yes** **No**

DISTRICT: RESIDENTIAL NON-RESIDENTIAL MULTIPLE FAMILY RETAIL BUSINESS COMMERCIAL/INDUSTRIAL

ZONING CLASSIFICATION CARRIED: _____ (AS PER ZONING MAP)

PROPERTY OWNER INFORMATION

OWNER'S NAME _____ **CONTACT:** _____
 ADDRESS _____
 CITY/STATE _____ ZIP CODE _____
 EMAIL: _____ PH NO. _____ CELL NO. _____

OWNER'S WRITTEN CONSENT ATTACHED **AFFIDAVIT** **POWER OF ATTORNEY ATTACHED**

SIGN INFORMATION

ON PREMISE **DETACHED**
OFF PREMISE **DETACHED** **CLASS 1 (BILLBOARDS)** **CLASS 2 (MINI-BILLBOARD)**
SIZE: AREA: _____ HEIGHT: _____ LETTERING: _____
TYPE: TEMPORARY PORTABLE ROOF MOUNTED FREE STANDING UNDER CANOPY
 NON-LIGHTED SINGLE FACE DOUBLE FACE ILLUMINATED (ELECTRICAL) GOOSENECK LIGHT GOOSENECK REFLECTOR
IF THIS IS AN ELECTRICAL SIGN, SERVICE TO FREE STANDING SIGNS UNDERGROUND? Yes **No**
NOTE: LIGHTED SIGNS (*PERMITS SUBJECT TO CODE, REQUIRES UL CERTIFICATION LABEL, PRE INSTALLATION INSPECTIONS & SEPARATE ELECTRICAL PERMIT*)
LUMINANCE: ARE FOOT LAMBERTS LESS THAN 200? **Yes** **No**

ANTICIPATED INSTALLATION DATE: _____ **ANTICIPATED COMPLETION DATE:** _____

APPLICANT SIGNATURE: _____ **DATE:** _____

APPLICATION PROCEDURE & SUBMITTALS REQUIRED

1. Application for Sign Permit *completely* filled out.
2. Two sets (2) of site plans to be submitted showing the following:
 - o Address & Legal description of property
 - o Elevations
 - o Location Map showing nearest street intersection w/abutting arterial
 - o Nearby buildings & structures to the location and distance
 - o Nearby signs to the location of proposed sign.
 - o Property lines
 - o Driveways
 - o Size
 - o Height
 - o Setbacks
 - o Type of construction

Note: Building Official may require plans to be prepared by a registered professional engineer or architect.

3. Two (2) blueprints or ink drawing of plans and specification showing:
 - o Method of construction
 - o Attachment to the building or ground
 - o Size
 - o Type
 - o Height
 - o Construction Materials
 - o Exact mock-up or Sign proof
 - o Bear Underwriter's Laboratory Label (built to comply with Underwriters' requirements)
4. Digital Copies of Plans and Schematics.
5. Highway Department License if sign is located within Highway Control Zone.
6. Electrical Permit (electrical signs). *Separate permit application & Electrical Contractor registration is required.*

Electrical Signs: If this application is for an electrical sign, then plans must be drawn or designed by a Master electrician or an electrical engineer.

Permit Schedule:	
Value/Type	Fee
Temporary Sign	\$50.00
40sq-ft or less	\$140.00
4%sq-ft or more	\$210.00

SIGN & SITE PLAN REVIEW

SIGN SITE ADDRESS: _____

ELECTRICAL INSPECTOR AND/OR BUILDING OFFICIAL:

DETERMINATION:	N/A	YES	NO
PLANS SUBMITTED COMPLY WITH REQUIREMENTS?			
PLANS SUBMITTED COMPLY WITH BUILDING CODE?			
PLANS SUBMITTED COMPLY WITH OTHER LAWS/ORDINANCES OF THE TOWN?			
NUMBER, DATE & VOLTAGE (IF APPLIES) INDICATED ON PLANS? (§1.1012)			
ROOF MOUNTED OR FREESTANDING?			
SIZE 50 SQ. FT PLUS AND 10 FT. PLUS HIGH?			
PLANS SEALED BY PROFESSIONAL ENGINEER? (REQUIRED FOR 50 SQ. FT PLUS & 10 FT. PLUS HIGH)			
IS SIGN IN A HIGHWAY CONTROLLED ZONE & REQUIRES LICENSE FROM STATE?			
STATE LICENSE PROVIDED?			
BUILDING OFFICIAL REQUIRES PLANS TO BE PREPARED BY REGISTERED PROFESSIONAL ENGINEER?			
DOES SIGN CONFORM WITH WIND PRESSURE/DEAD LOAD REQUIREMENTS? (§1.1014)			

COMMENTS: _____

WIND PRESSURE/DEAD LOAD REQUIREMENTS (§1.1014):

30 LBS PER SQ. FT OF AREA DEAD LOAD REQUIRED _____ PER BUILDING CODE YEAR _____

APPROVALS (TWO REQUIRED FOR AN ELECTRICAL SIGN PERMIT):

ELECTRICAL INSPECTOR DECISION:

PERMIT: APPROVED DENIED DENIED-NON CONFORMANCE DENIED-PROHIBITED (§1.1019 & 1021)

COMMENTS: _____

ACTION REQUIRED: _____

 (ELECTRICAL INSPECTOR SIGNATURE)

 (DATE)

BUILDING OFFICIAL DECISION:

PERMIT: APPROVED DENIED DENIED-NON CONFORMANCE DENIED-PROHIBITED (§1.1019 & 1021)

COMMENTS: _____

ACTION REQUIRED: _____

SIGN VALUATION: _____ **PERMIT FEE \$** _____

SIGN TO BE COMPLETED WITHIN 60 DAYS OR ON OR BEFORE _____, 20_____. OTHERWISE PERMIT IS TO BE VOIDED ON _____, 20_____. (§1.1007)

 (BUILDING OFFICIAL SIGNATURE)

 (DATE)

INSPECTIONS (BUILDING OFFICIAL/INSPECTOR):

PRE-INSTALLATION INSPECTION DATE: _____ **FINAL INSPECTION DATE:** _____ (NO LATER THAN 61ST DAY OF PERMITS ISSUANCE, §1.1007) **COMMENTS OR UL NUMBER:** _____

ANNUAL INSPECTION SCHEDULED DATE (§1.1009): _____

 (INSPECTOR'S SIGNATURE)

 (DATE)