



# City of Stafford

2610 South Main Stafford, Texas 77477

Office Number (281) 261-3940

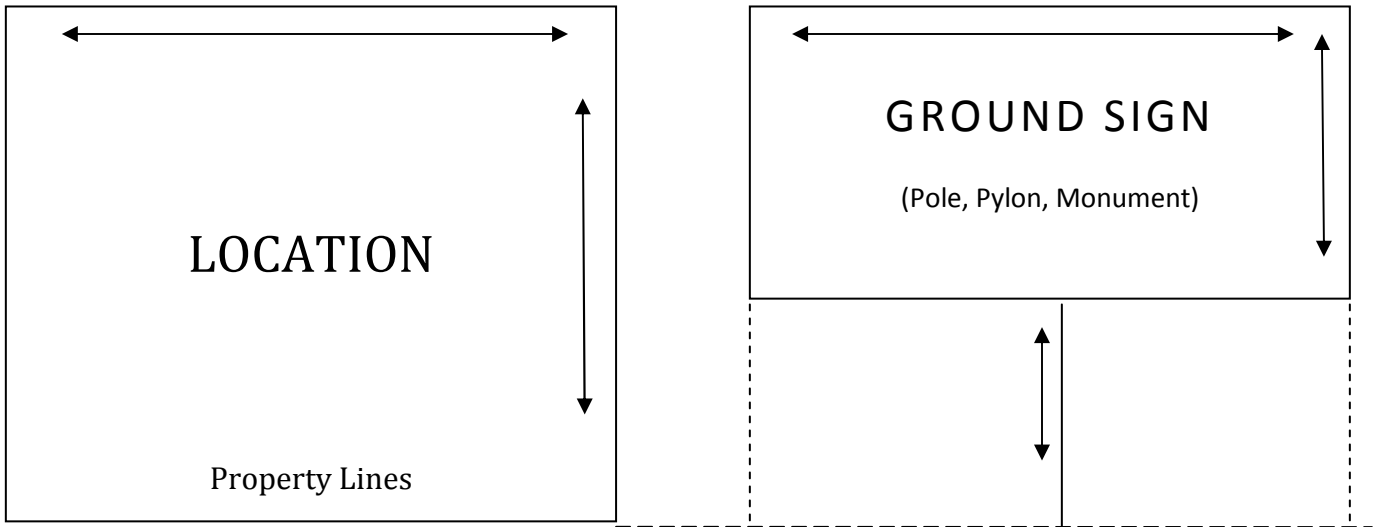
## Sign Permit Application

Please Print Clearly (all fields must be completed)

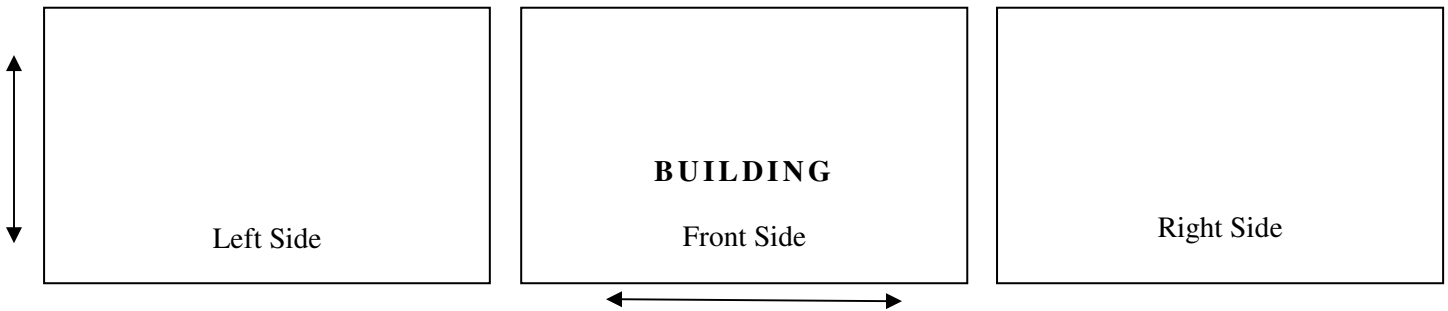
Sign Location Address:		Sign Number or Letter:																			
Property Owner/Company Name:																					
Address:		Phone #:																			
Sign Contractor:																					
Address:		Phone #:																			
Email Address:																					
Will this permit require an additional Electrical Permit?: <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a wall sign under 100 Square Feet? <input type="checkbox"/> Yes <input type="checkbox"/> No																			
Will this sign require approval from HOA?: <input type="checkbox"/> Yes <input type="checkbox"/> No		Is HOA letter of approval attached?: <input type="checkbox"/> Yes <input type="checkbox"/> No																			
Class of Work:	New	Addition	Repair																		
Valuation of Work:			(Total construction cost of labor and materials)																		
Work Description:																					
Sign Message:																					
<b>Is this sign:</b> <b>Please mark all that apply</b> Lighted _____ Changing Message _____ Flashing Message _____ Double Sided _____  <b>Sign Type:</b> Ground _____ Wall _____ Roof _____ Projecting _____ Marquee _____ Other _____  <b>Number of Existing Signs on Property:</b> Ground _____ Wall _____ Roof _____ Other _____  Display surfaces of all types of signs shall be METAL, WOOD, GLASS or APPROVED PLASTIC.  <b>*ELECTRICAL PERMIT FEE IS IN ADDITION TO FEE LISTED..</b> <b>Each sign requires a separate application.</b>  <b>** ALL PAYMENTS ARE NON-REFUNDBLE **</b>		<b>Sign Information:</b> Horizontal Width _____ Vertical Height _____ Height from grade to top of Sign _____ Total Square Footage of Sign _____ <b>All Signs require Plan Review Payment</b> <b>Sign Permit Fees</b> <table border="1"> <tr> <td>Sign Permit (under 50 Square Feet)</td> <td>50.00</td> <td></td> </tr> <tr> <td>Additional-Square Footage Over 50 Square Feet</td> <td>1.00 per sf.</td> <td></td> </tr> <tr> <td>Sign Plan Check Fee (plan checking fee shall be equal to one-half of the permit fee)</td> <td></td> <td></td> </tr> <tr> <td>Annual Digital Billboard</td> <td>1000.00</td> <td></td> </tr> <tr> <td>Digital Annual Sign Inspection</td> <td>120.00</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>\$</b></td> <td></td> </tr> </table>		Sign Permit (under 50 Square Feet)	50.00		Additional-Square Footage Over 50 Square Feet	1.00 per sf.		Sign Plan Check Fee (plan checking fee shall be equal to one-half of the permit fee)			Annual Digital Billboard	1000.00		Digital Annual Sign Inspection	120.00		<b>Total</b>	<b>\$</b>	
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Application is hereby made to erect, modify or repair an "On Premise" sign described herein. This will be a sign, including the sign structure, which directs the attention of the general public to a business, service or activity usually conducted, or a product usually offered or sold upon the premises where such sign is located. With the exception of a Digital Billboard.		Received By:	Received By:																		
		Date:	Date:																		
_____ Sign Contractor Signature		_____ Printed Name of Sign Contractor																			

Show sign location, distances from property lines, street, building(s) and other obvious landmarks.

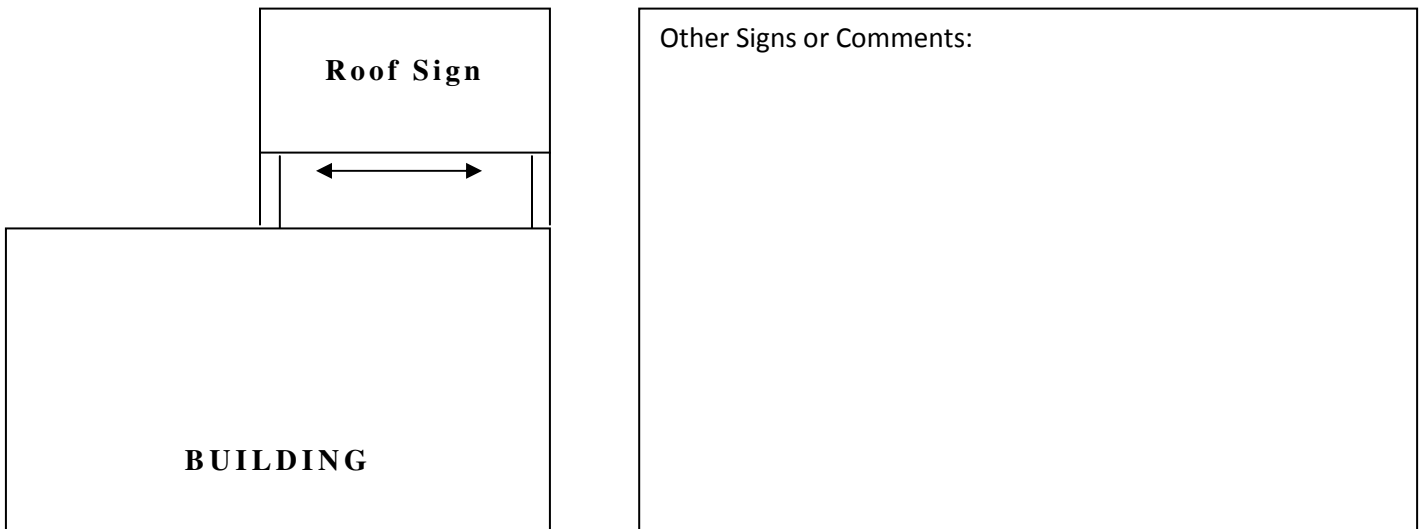
**Ground Signs:** Please stake ground sign location on property for inspection. All sign structures to be erected on private property.



**WALL SIGNS:** Show sign location on building, dimensions, doors and windows.



**ROOF SIGNS:** Provide Dimensions



Cannot project beyond building sides