



## SIGN REQUIREMENTS

**\*Effective September 1, 2004, electrical sign contractors engaged in the business of designing, manufacturing, installing, connecting, reconnecting, or servicing an electric sign, cold cathode, neon gas tubing, or outline gas tubing, or altering electric sign wiring or conductors either inside or outside a building MUST BE LICENSED WITH THE STATE OF TEXAS AS AN ELECTRICAL SIGN CONTRACTOR.**

To obtain a permit for a sign with any type of wiring or illumination you **MUST** be registered with the State of Texas as an Electrical Sign Contractor. For more information contact the State at (800) 803-9202 or access their website at: [www.license.state.tx.us](http://www.license.state.tx.us)

**The requirements for a wall sign are as follows:**

- 1) A sign permit application must be completed.
- 2) A drawing must be submitted that is fully dimensioned showing the height and length of the wall, location of sign on wall, and the height, length, and depth of the sign.
- 3) A locator map must be submitted showing which direction the wall faces.
- 4) A wall sign is allowed to cover 25% of the wall area.

The permit fee for a wall sign is \$30.00 per wall face.

**The requirements for a freestanding or pole sign are as follows:**

- 1) A sign permit application must be completed.
- 2) A site plan to scale must be submitted showing all buildings and the location of the proposed sign on the property.
- 3) A fully dimensional elevation drawing must be submitted showing the size of the pole, face, and foundation footing. The total height and the clearance from the ground to the face of the sign must also be noted.
- 4) The allowed size of a sign is determined by the size of the front property line. (For every 1 foot of street frontage you are allowed 1.5 sq ft of signage.)
- 5) The maximum allowable height of the sign depends upon the zoning district. In zoning districts C-N, C-O, and C-1 the maximum height allowed is 25 feet. In CBD Districts, the maximum height allowed is 40 feet. For the remaining zoning districts the maximum height allowed is 50 feet.
- 6) Setbacks are determined by the height of the sign. For every 1 foot of setback from the property line you are allowed 2 feet of sign height, starting at 20 feet. *Minimum* setbacks are 5 feet from the side property line and 10 feet from the curb or 0 feet from the front property line, which ever is greater.
- 7) The pole of the sign may not be wider than 8 inches if located within 30 ft of an intersection of 2 streets.
- 8) The sign must be designed to meet a 90 mile per hour wind load.

The permit fee for a freestanding or pole sign depends on the size of the sign. A sign 2 - 50 square feet is \$40.00 and a sign 51 square feet and up is \$60.00.

**The requirements for an off site sign (billboard) are as follows:**

- 1) A sign permit application must be completed.
- 2) A site plan to scale must be submitted showing the property lines, curb or edge of pavement, and location of the sign.
- 3) A copy of the lease from the property owner must be submitted.
- 4) An off site sign checklist must be completed, and verified by an on site inspection, showing the zoning, setbacks, distance to any other billboards, distance from any residentially zoned districts, and verifying that the sign will not be in a Historical District or in River Corridor.
- 5) The sign must be engineered to meet a 90 mile an hour wind load.

The permit fee for an off site sign is \$150.00.