



# SIGN PERMIT APPLICATION

City Planning & Development Services

142 N Ohio

City of Celina, Texas

972-382-2682

**PERMIT NUMBER:** \_\_\_\_\_

<b>SIGN INFORMATION</b>		
<b>DESCRIBE SIGN LOCATION:</b> (Address, Subdivision, Lot, Block, etc.)		
<input type="checkbox"/> <b>BANNER</b> <input type="checkbox"/> <b>INFLATABLE(BALLOON)</b> <input type="checkbox"/> <b>GRAND OPENING BALLOONS / ARRANGEMENT</b>		
TOTAL SQ.FT. OF SIGN _____ <small>(EX: 20 SQ. FT OR 2"X10")</small>		REQUESTED DATES _____ <small>(EX: JUNE 1 – JUNE 14, 2007)</small>
<input type="checkbox"/> <b>A-FRAME</b> <input type="checkbox"/> <b>COMMERCIAL REAL ESTATE</b> <input type="checkbox"/> <b>INDIVIDUAL / INTERNAL MONUMENT</b> <input type="checkbox"/> <b>UNIFIED MONUMENT</b> <input type="checkbox"/> <b>MENU BOARD</b> <input type="checkbox"/> <b>MODEL HOME</b> <input type="checkbox"/> <b>PROJECT DEVELOPMENT</b> <input type="checkbox"/> <b>PANEL KIOSK</b> <input type="checkbox"/> <b>SUBDIVISION IDENTITY / MONUMENTATION</b>		
TOTAL SQ.FT. OF SIGN _____ <small>(EX: 20 SQ. FT OR 2"X10")</small>		SIGN HEIGHT _____      SET BACK _____
<input type="checkbox"/> <b>AWNING</b> <input type="checkbox"/> <b>AWNING SIGN ATTACHMENTS</b> <input type="checkbox"/> <b>CANOPY</b> <input type="checkbox"/> <b>WALL</b> <input type="checkbox"/> <b>PROJECTING</b> <input type="checkbox"/> <b>ROOF (SECONDARY)</b>		
HEIGHT OF BUILDING _____		LENGTH OF BUILDING _____
TOTAL SQ. FT OF SIGN _____ <small>(EX: 20 SQ.FT OR 2"X10")</small>		

**APPLICANT INFORMATION:**

Name: _____	
Address: _____ City, State, Zip: _____	
Phone Number: _____	Email: _____

**BUSINESS OWNER**

Owner Name: _____	
Owner Address: _____ City, State, Zip: _____	
Phone Number: _____	Email: _____

**SIGN CONTRACTOR**

Company Name: _____	State License Number: _____
Contact Person _____	Phone Number: _____

**ELECTRICAL CONTRACTOR (IF APPLICABLE)**

Company Name: _____	State License Number: _____
Contact Person _____	Phone Number: _____

**PLEASE CERTIFY THE SIGN PERMIT APPLICATION**

The Undersigned applicant certifies that the project described herein will be built in accordance with plans and specification submitted at time of application. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. When a permit has not been issued within 180 days following the date of application, the application and plan review will expire.

**PRINT:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Comments:	Permit Fee: \$
	Other Fees: \$
<input type="checkbox"/> <b>Cash</b> <input type="checkbox"/> <b>Check</b> <input type="checkbox"/> <b>Credit Card</b>	<b>Total Paid:</b> \$



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## SIGN PERMIT CHECK LIST

**\*\*\*CHECK LIST WILL BE USED TO REVIEW SUBMITTAL\*\*\***

Sign Proposals must comply with the signage standards as currently adopted or may be amended, the current sign standards can be found at [Celina-tx.gov](http://Celina-tx.gov) under Departments → Planning and Development. Proposals which do not comply with the City's current standards will be denied.

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL SIGN APPLICATION SUBMISSIONS.

The sign application submittal shall consist of the following:

1. A completed sign application form.
2. Two (2) scaled site plans showing:
  - a. The location of the building, structure or tract to which or upon which the sign is to be attached or erected.
  - b. The position of the sign in relation to nearby structures.
  - c. Setback lines and building lines, easement locations, as well as the distances between the sign and both the street and the property line.
3. Scaled drawings of the signs including height, width, area, design text and logo. Wall Sign submittals must include wall height and width. Plan shall clearly state the amount of square footage permitted by the Sign Ordinance and the amount being requested.
4. Sign Contractor registration is required for all sign applications.

**The fees for a sign permit are as follows:**

**Sign permit fees are non-refundable and must be submitted with a completed application, please read all applicable sign standards prior to submittal.**

1. Onsite:
  - a. 0 to 100 square feet: \$50.00
  - a. 101 to 200 square feet: \$100.00
  - b. Illuminated sign of any size: \$150.00 (In addition to square footage)
  - c. Temporary sign: \$50.00
2. Off-site
  - a. Single event: \$25.00
  - b. Annual permit: \$225.00

## SIGN PLACEMENT GUIDELINES

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- Signs may be placed on private property with property owner permission.
- Do not place on city property or in the median.
- Do not place in parkways, on street signs, fences, or utility poles.
- Do not place on vehicles.