

HOW LONG DOES IT TAKE TO OBTAIN A PERMIT?

A permit for an attached sign is normally issued while you wait if all necessary information and fees are provided at the time of application. Detached sign permits are sent to field inspectors for review and typically require 5 working days to process.

HOW MUCH DOES IT COST TO OBTAIN A SIGN PERMIT?

Effective Area	Premise Signs	Non-Premise Sign Relocation
up to 20 sq ft	\$45	\$48
21 to 50 sq ft	\$81	\$84
51 to 100 sq ft	\$110	\$216
101 to 200 sq ft	\$136	\$242
201 to 300 sq ft	\$188	\$294
301 to 400 sq ft	\$216	\$324
401 to 500 sq ft	\$242	\$350
501 to 700 sq ft	\$268	\$376
701 to 900 sq ft	\$322	Not Permitted
901sq ft or greater	\$374	Not Permitted

The fee for erecting, constructing, altering, rebuilding, enlarging, extending, converting, replacing, or relocating any special purpose sign is \$40. Signs in Special Provision Sign Districts require additional fees.

SPECIAL REGULATIONS

1. The installation of electrical signs requires a licensed electrical sign contractor or a registered electrical contractor to obtain the permit.
2. Certain parts of the city have been designated Special Provision Sign Districts and have special regulations. Verify if the location of your sign falls within one of these districts by calling 214-948-4480.

This pamphlet is a guideline, and is not intended to replace the city code, or state or federal law. Always check the city code, state and federal law for details, exceptions, and amendments. In the event of a conflict between this document and the city code or other legal authority, the city code or other legal authority supersedes.

HOW CAN I CONTACT BUILDING INSPECTION?

- For telephone assistance, call 214-948-4480.

Our helpful staff will answer your general questions or route you to appropriate staff for technical questions. For direct access to the *Interactive Voice Response System*, call 214-670-5313 or access the system from our internet site.

- Our internet address is dallascityhall.com. First, locate *City Departments*, then click on *Development Services Department*. You can obtain more information about the processes described in this brochure, you can also access the Dallas Development Code, see zoning maps, and download the forms used for permit applications.
- Building Inspection is a Division of the Development Services Department, with **main offices** at 320 E. Jefferson Blvd., Dallas, Texas 75203, telephone 214-948-4480. **District offices** are located as follows:

Northwest:
9803 Harry Hines Blvd. (214) 670-6115

North Central:
6969 McCallum Blvd. (214) 670-7278

Southwest:
542 E. Jefferson Blvd. (214) 671-0885

Southeast:
725 N. Jim Miller Rd. (214) 670-8160

Field Office Hours: Monday-Friday, 8:00 am to 4:30 pm
(Inspectors available by phone 8:00-8:30 am & 4:00-4:30 pm)

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Additional copies may be obtained from Building Inspection, 320 E. Jefferson Blvd., or call 214-948-4480.



HOW TO GET A PERMANENT SIGN PERMIT



Development Services Department
Building Inspection Division

Development Services Department
Building Inspection Division
320 E. Jefferson Blvd.
Dallas, Texas 75203

BASIC INFORMATION AND DEFINITIONS

An **attached sign** means a sign attached to, applied on, or supported by, any part of a building (such as a wall, roof, window, canopy, awning, arcade or marquee that encloses or covers usable space). All attached signs combined (new and existing) are **limited to a maximum of 8 words 4 inches tall**, or greater, per façade, per occupant.

A **detached sign** means any sign connected to the ground that is not an attached, portable or vehicular sign.

Signs within 100 feet of a non-business zoning district are limited to 40 sq. ft. in size for attached signs and 50 sq. ft. for detached signs.

The rules for temporary (special purpose) signs are different-see our pamphlet "How to get a permit for a temporary sign".

WHEN IS A SIGN PERMIT REQUIRED?

A sign permit is required to erect or reface :

1. Signs having an effective area greater than 20 square feet
2. Signs having a height in excess of eight feet
3. Illuminated signs
4. Signs with moving elements
5. Signs erected or to be erected in or over any public roadway

6. Signs projecting more than 18 inches from any wall, roof, parapet or eave
7. Signs located in a Special Provision Sign District

WHEN IS A SIGN PERMIT NOT REQUIRED?

1. The changing of words on a sign that is designed with interchangeable words
2. Normal maintenance to replace worn parts and repainting deteriorated paint, without word change
3. Memorial signs or tablets, names of buildings and dates of erection when cut into any masonry surface or when constructed of bronze or other non-combustible materials
4. Government signs, such as flags, insignia, legal notices or informational, directional or traffic signs that are legally required or necessary to the essential functions of government agencies

WHAT ARE THE PROCEDURES FOR OBTAINING A PERMIT?

The occupant must have a Certificate-of-Occupancy on record at Building Inspection in the correct name and use.

Complete and **submit an application** to Building Inspection along with the following:

For Attached Signs CHECKLIST

- A completed application form
- A site plan is required if the sign is within 100 feet of a non-business zoning district and the sign is larger than 40 s.f.

- Two elevation drawings with North, South, East and West views of the proposed sign showing:
 - The placement of the sign on the building
 - The exact wording to appear on the sign
 - The letter height of each word on the sign
 - The length of each word on the sign
 - The overall dimensions of the sign
 - Any existing signs on the building (in multi-tenant buildings, only the existing signs on that tenant space need to be shown)
 - The clearance from the ground (10 feet if over sidewalks; 12 feet if over parking; and 14 feet if over a fire lane)
- Two copies of an illustration showing how the sign will be mounted to the building (side view)
- A sign on a canopy projecting 18" or more also requires a Building Permit for the canopy. This permit is required before an application for a sign permit can be accepted.

For Detached Signs CHECKLIST

- A completed application form
- Two sign premise warranty forms **signed by the property owner** or his/her authorized agent.
- Two site plans showing:
 - The entire property (no partial site plans will be accepted)
 - The location of the sign (indicate the setbacks from all property lines and structures)
 - All existing and proposed detached signs on the entire property

- Two elevation drawings of the sign with the wording that will appear on the sign
- With the exception of masonry walls 9 feet or less in height, if the proposed sign is larger than 32 square feet or more than 8 feet tall, three drawings by a certified Texas engineer showing:
 - The dimensions of the sign (size of faces, size of open spaces, overall height, ect.)
 - Size and type of materials to be used in construction of the sign
 - The plans must state that the sign will withstand a wind load of at least 30 psf
 - The engineer's seal and signature
- One copy of the current, official zoning map area and City plat. These can be obtained in the Permit Center, room 115, 320 E. Jefferson Blvd.

WHERE DO I GO TO OBTAIN A PERMIT?

Applications for sign permits are made at the Oak Cliff Municipal Center, 320 E. Jefferson Blvd., room 118.

