

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

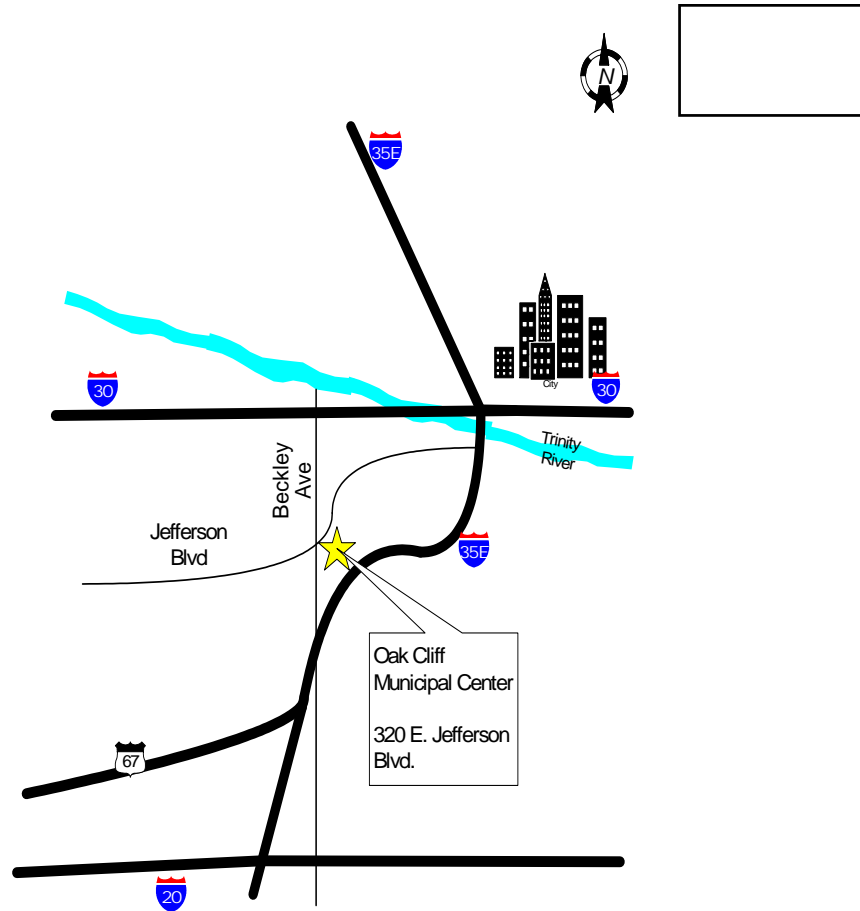
Southwest:

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)



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



HOW TO GET A TEMPORARY SIGN PERMIT



Development Services Department
Building Inspection Division

DEFINITIONS AND GENERAL INFORMATION

A **Special purpose sign** means a sign temporarily supplementing the permanent signs on a premise.

An **attached special purpose sign** means a temporary sign attached to a structure. Attached special purpose signs with up to eight additional words are allowed four times every twelve months for 45 days each time for a maximum of 180 days.

A **detached special purpose sign** means any sign temporarily connected to the ground that is not a permanent, attached, portable or vehicular sign. Detached special purpose signs are allowed three times a calendar year for up to 38 consecutive days each time. However, there must be a minimum of 30 days of down time between uses. Detached special purpose signs are limited to a maximum of 50 square feet in size.

WHAT ARE THE PROCEDURES FOR OBTAINING A PERMIT?

You 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 Special Purpose Signs

CHECKLIST

- ◇ Completed permit application form
- ◇ Three copies of an elevation drawing of the proposed sign showing:
 - ◇ The placement of the sign on the building
 - ◇ The exact wording to appear on the sign
 - ◇ The height of the letters to appear on the sign
 - ◇ The length of each word on the sign
 - ◇ The overall dimensions of the sign
 - ◇ Any existing signs on the building (in the case of multi-tenant buildings, only the existing signs on that tenant space needs to be shown)

Signs in or within 100 feet of a non-business zoning district are limited to 40 sq. ft. in size. If this applies to your sign, a site plan will be required.

For Detached Special Purpose Signs

CHECKLIST

- ◇ Completed permit application form
- ◇ Three copies of a site plan showing:
 - ◇ The proposed sign location (indicate the setbacks from all property lines and structures)
 - ◇ All existing detached special purpose signs on the entire property
- ◇ Three elevation drawing of the sign with the wording that will appear on the sign
- ◇ A drawing showing how the sign will be anchored to the ground

WHERE DO I GO TO OBTAIN A PERMIT?

All sign permits are obtained at the **Permit Center** which is located in the Oak Cliff Municipal Center at 320 E. Jefferson Blvd.

HOW LONG DOES IT TAKE TO OBTAIN A PERMIT?

A sign permit is normally issued while you wait if all necessary information and fees are provided at the time of application.

HOW MUCH DOES A TEMPORARY SIGN PERMIT COST?

The fee for erecting, constructing, altering, rebuilding, enlarging, extending, converting, replacing or relocating any special purpose sign is \$40.

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.

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