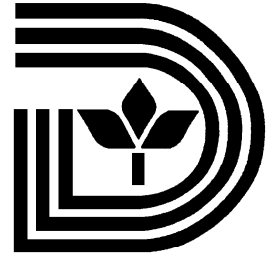


ATTACHED SPECIAL PURPOSE SIGN PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR ATTACHED SPECIAL PURPOSE SIGN PERMIT

A special purpose sign means: a sign temporarily supplementing the permanent signs on a premise. An attached special purpose sign temporarily allows up to eight additional words four times every twelve months for 45 consecutive days each time for a maximum of 180 days.

The following is a list of information required to process your application to erect or reface an attached special purpose sign (premise or non-premise). If you are not sure of the regulations for your area, or if you are in a Special Provision Sign District, call a zoning consultant at (214) 948-4480.

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as a new application and will be processed in order of receipt.

OTHER REQUIREMENTS AND SPECIAL PROVISIONS

- (1) In the case of multi-tenant buildings, only the existing signs on that tenant space need be shown.
- (2) 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.
- (3) All signs (new and existing) are limited to a maximum of eight words four inches tall, or greater, per facade, per occupant

1. G Completed permit application form
2. G Three (3) elevation drawings of the proposed sign, showing the following information:
 - ☐ 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
3. One copy of the current, official zoning map area and City plat. These can be obtained in the *One Stop Permit Center*, Room 118, of the Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Dallas.

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature _____

Date _____