ATTACHED SIGN PERMIT
APPLICATION CHECKLIST

REQUIRED DOCUMENTS FOR ATTACHED SIGN PERMIT

(For signs attached directly to a building other than special purpose signs)

The following is a list of information required to process your application for an attached sign permit. (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 the 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 the order of receipt.

OTHER REQUIREMENTS OR SPECIAL PROVISIONS:

1. In the case of multi-tenant building, only the existing signs on that tenant space need be shown.
2. Signs within a 100 feet of a nonbusiness zoning district are limited to 40 sq. ft. size. If this applies to your sign, a site plan will be required.
3. All signs combined (new and existing) are limited to a maximum of eight words - four inches tall or greater, per facade, per occupant.
4. All permits for illuminated signs must be obtained by a registered electrical sign contractor or a registered electrical contractor.

1. G Completed permit application
2. G Three (3) elevation drawings of the proposed sign, showing the following formation:
   - The placement of the sign on the building
   - The clearance from the ground (state what kind of surface is below the sign, ie. grass, sidewalk, driveway, fire lane, etc.
   - 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. G Three (3) copies of how the sign will be mounted to the building (side view)
4. G 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 __________________________

Building Inspection Division 320 E. Jefferson Blvd. Dallas, TX. 75203 Telephone 214-948-4480

Staff cannot accept incomplete or illegible documents

Revised: 7/2000