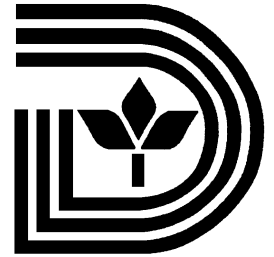


DETACHED SIGN PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR DETACHED SIGN PERMIT

(For signs not attached directly to a building other than special purpose signs)

The following is a list of information required to process your application to erect or reface a detached premise sign. If you are not sure of the regulations for your area, or are in a Special Provision Sign District or if your application is for a non-premise sign, 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, 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 OR SPECIAL PROVISIONS

- (1) **Signs within 100 feet of a nonbusiness zoning district are limited to 50 sq. ft. in size.**
- (2) **All permits for illuminated signs must be obtained by a registered electrical sign contractor or by a registered electrical contractor.**
1. Completed permit application form
2. Three (3) "Sign Premise Warranty" forms, **completely filled out** and signed by the property owner or property manager, **not the sign company**.
3. Three (3) site plans, drawn to scale, 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.

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

Please Print

Signature _____

Date _____

DETACHED SIGN PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

Required Documents for Detached Sign Permit Continuation

4. Three (3) scale elevation drawings of the sign with the wording that will appear on the sign.

5. 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 (3) drawings by a certified Texas engineer showing:
 - The dimensions of the sign (size of faces, size of open spaces, overall height etc.)
 - The 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

6. 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 Boulevard, Dallas.

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

Please Print

Signature _____

Date _____