



**City of Dallas**

# ONLINE PLAN SUBMITTAL PRE-SCREEN ITEMS SIGN PERMITS

<https://plansubmittal.dallascityhall.com/>

## ALL SIGNS:

- OVERHEAD LOCATION MAP - Must show location of sign being applied for, all proposed signs, & any existing signs to remain on site.
- ELEVATION OF THE SIGN - Must show the exact wording to appear on the sign, overall dimensions of the sign, & the height and length of each word.
- CONSTRUCTION DETAIL (side view) - Must show materials used, the overall depth of the sign, & the attachment method to ground or building.
- ELECTRICAL DETAIL (electrical signs only - side view) - Must show all electrical & lighting components used. Can be combined w/ construction detail.
- DIGITAL DISPLAYS - Must provide written certification from the display manufacturer that:
  - (A) the light intensity has been factory programmed to comply with the maximum brightness and dimming standards in 51A-7.216 of the Dallas City Code; and
  - (B) the light intensity is protected from end-user manipulation.

## ATTACHED SIGNS:

- PLACEMENT ON BUILDING FACADE - Must include overall dimensions of the facade, overall dimensions of sign, clearance of sign above grade, & any existing (remaining) or proposed signs on that facade
- ENGINEERING - If any portion of the sign is over 100 sq. ft., mounted over 50' above grade, or projects more than 4' from the surface to which it is attached a stamped drawing from a certified TX engineer showing that the sign is designed to withstand 2015 IBC wind load requirements.

## DETACHED SIGNS:

- SIGN PREMISE WARRANTY FORM - Must accurately portray # of detached sign (after work is complete) on the property, be signed by property owner or manager, & notarized. If sign is to be removed, please notate.
- SCALED SITE MAP - Must include setback of the proposed sign, location of all easements, property lines, any other detached sign (proposed or existing to remain), the distance between those signs and the proposed sign.
- ENGINEERING - If any portion of the sign is over 32 sq. ft or extends more than 8' above grade, a stamped drawing from a certified TX engineer demonstrating the sign is designed to withstand 2015 IBC requirements.

**\*\*\*NOTE\*\*\* NAME ON CO MUST MATCH NAME ON SIGN BEFORE  
PRE-SCREEN CAN BE APPROVED**

**PLEASE CALL 214-671-1768, WITH ANY QUESTIONS OR CONCERNS**



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# ONLINE PLAN SUBMITTAL UPLOAD REQUIREMENTS SIGN PERMITS

<https://plansubmittal.dallascityhall.com/>

- **UPLOAD PDF FILES ONLY TO THE DRAWINGS FOLDER**

All documents must be uploaded in portable document format (.pdf) to the drawings folder to be reviewed. To avoid files being missed during the review, do not upload files to any other folder.

- **NO MULTI-PAGE FILES - STANDARD PAGE SIZES ONLY**

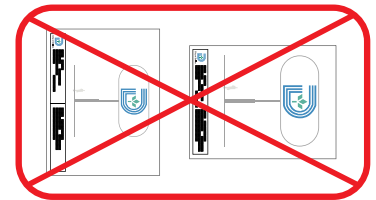
We are unable to process multi-page documents. Each page must be uploaded individually to be accepted for review. Pages must be a standard size 8.5"x11" or larger.

- **FILES MUST BE UPLOADED IN THE CORRECT ORIENTATION**

We are unable to rotate files once they are uploaded. Please ensure your files are orientated correctly when they are opened in the viewer.



ACCEPTED



REJECTED

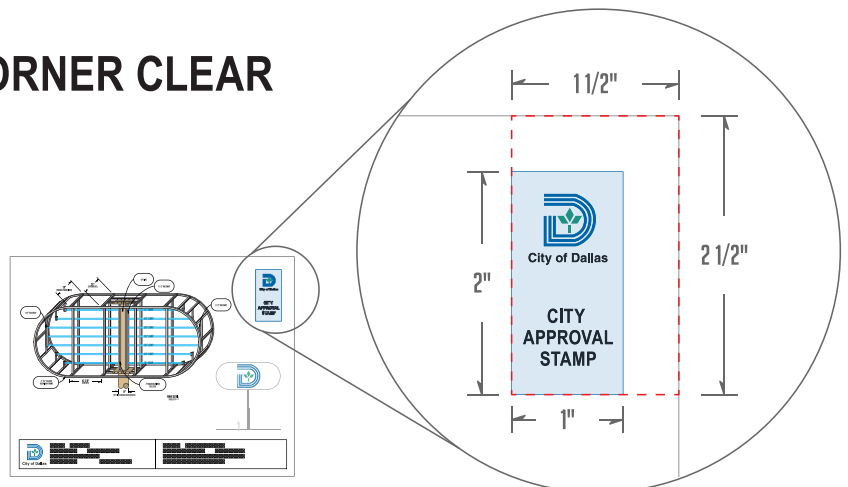
- **ALL FILES MUST BE FLATTENED - NO LAYERS**

If files are not uploaded in a flattened state, they will corrupt. If you do not have the ability to flatten your file, you can print, scan in, and upload the scanned image. Some of the integrity of the original art may be lost, so be sure to scan at a high enough resolution for all the information in the file to be legible.

Please review all files after upload to insure they uploaded correctly, are legible, and no corruption occurred.

- **LEAVE UPPER RIGHT HAND CORNER CLEAR FOR CITY APPROVAL STAMP**

The approval stamp will be positioned within a 2 1/2" tall by 1 1/2" wide area measured from the upper right hand corner of each file. We do not have control of the stamp placement. Please be sure this area is clear of all graphics and text, so that the stamp is clearly visible once approved.



- **PLEASE CALL 214-671-1768, WITH ANY QUESTIONS OR CONCERNS**