City of Dallas

HOW TO GET A PERMANENT SIGN PERMIT

Sustainable Development and Construction

Building Inspection Division

HOW LONG DOES IT TAKE TO OBTAIN A PERMIT?

Detached sign permits are sent to field inspectors for review and typically require 5 working days to process.

HOW MUCH DOES IT COST TO OBTAIN A SIGN PERMIT?

$75 Review Fee for all Detached Signs

Effective Area	Premise Signs	Non-Premise Sign Relocation
up to 20 sq ft	$45	$48
21 to 50 sq ft	$81	$84
51 to 100 sq ft	$110	$216
101 to 200 sq ft	$136	$242
201 to 300 sq ft	$188	$294
301 to 400 sq ft	$216	$324
401 to 500 sq ft	$242	$350
501 to 700 sq ft	$268	$376
701 to 900 sq ft	$322	Not Permitted
901sq ft or greater	$374	Not Permitted

SPECIAL REGULATIONS

1. The installation of electrical signs requires a licensed electrical sign contractor or a registered electrical contractor to obtain the permit.
2. Certain parts of the city have been designated Special Provision Sign Districts and have special regulations. Verify if the location of your sign falls within one of these districts by calling 214-948-4480.

WHERE DO I GO TO OBTAIN A PERMIT?

Applications for sign permits are submitted online at https://plansubmittal.dallascityhall.com/.

HOW CAN I CONTACT BUILDING INSPECTION?

For telephone assistance, call 214-948-4480.

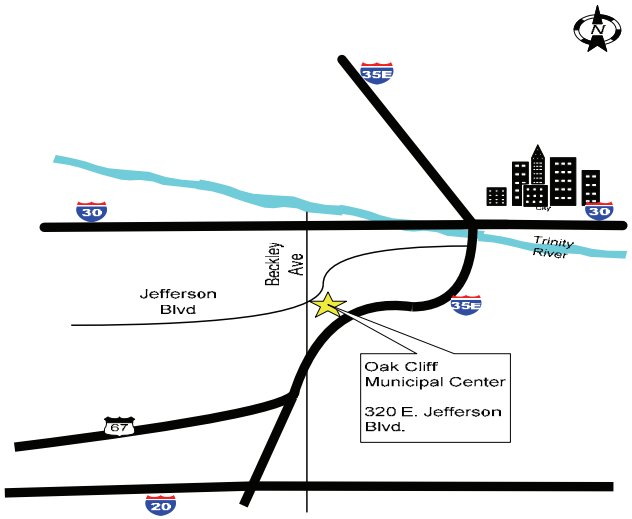
Our helpful staff will answer your general questions or route you to appropriate staff for technical questions. For direct access to the Interactive Voice Response System, call 214-670-5313 or access the system online at **www.dallascityhall.com** by locating City Departments then click on Building Inspection. You can obtain more information about the processes described in this brochure, access the Dallas Development Code, see zoning maps, and download the forms used for permit applications.

Sustainable Development and Construction

Building Inspection Division

320 E. Jefferson Boulevard
Dallas, Texas 75203

214-948-4480



BASIC INFORMATION AND DEFINITIONS

An **attached sign** means a sign attached to, applied on, or supported by, any part of a building (such as a wall, roof, window, canopy, awning, arcade or marquee that encloses or covers usable space). All attached signs combined (new and existing) are **limited to a maximum of 8 words 4 inches tall**, or greater, per façade, per occupant.

A **detached sign** means any sign connected to the ground that is not an attached, portable or vehicular sign.

WHEN IS A SIGN PERMIT REQUIRED?

A sign permit is required to erect or reface :

1. Signs having an effective area greater than 20 square feet
2. Signs located in excess of eight feet in height
3. Illuminated signs
4. Signs with moving elements
5. Signs erected or to be erected in or over any public roadway
6. Signs projecting more than 18 inches from any wall, roof, parapet or eave
7. Signs located in a Special Provision Sign District

WHEN IS A SIGN PERMIT NOT REQUIRED?

1. The changing of words on a sign that is designed with interchangeable words
2. Normal maintenance to replace worn parts and repainting deteriorated paint, without word change
3. Memorial signs or tablets, names of buildings and dates of erection when cut into any masonry surface or when constructed of bronze or other non-combustible materials
4. Government signs, such as flags, insignia, legal notices or informational, directional or traffic signs that are legally required or necessary to the essential functions of government agencies

WHAT ARE THE PROCEDURES FOR OBTAINING A PERMIT?

The occupant must have a Certificate-of-Occupancy on record at Building Inspection in the correct name and use.

Complete and **submit the application form** online along with the following:

For All Signs *CHECKLIST*

- o OVERHEAD LOCATION MAP indicating the sign being proposed and all other proposed or existing signs located on the premise
- o ELEVATION OF THE SIGN indicating exact wording, overall dimensions, and the height and length of each word on the sign
- o CONSTRUCTION DETAIL (side view) showing materials used, overall depth, & the attachment method to the ground or building
- o ELECTRICAL DETAIL (electrical only - side view) showing all electrical & lighting components used. Can be combined with construction detail.
- o Signs with DIGITAL DISPLAYS must include written certification from the display manufacturer that:
  (A) the light intensity has been factory programmed to comply with the maximium brightness & dimming standards in 51A-7.216 of the Dallas City Code; and
  (B) the light intensity is protected from end-user manipulation.

For Attached Signs *CHECKLIST*

- o PLACEMENT ON FACADE including overall dimensions of the facade, overall dimensions of the sign, clearance of sign above grade, and any existing (remianing) or proposed signs on that facade
- o STAMPED ENGINEERING if any poriton of the sign is over 100 sq. ft., monuted over 50' above grade, or projects more than 4' from the surface to which it is attached. Drawings must be stamped by a certified TX engineer indicating that the sign is designed to withstand 2015 IBC wind load requirements.

For Detached Signs *CHECKLIST*

- o SIGN PREMISE WARRANTY FORM with accurate descriptions of the # of detached signs (after work is completed) on the premise. Must be signed the property owner or manager & notarized. If signs are to be removed, please notate on the form.
- o SCALED SITE MAP including the location of the proposed sign, location of all easements, distance of new sign from property lines, any other detached sign/s (proposed or existing to remian), the distance between those signs and the new sign.
- o STAMPED ENGINEERING if any poriton of the sign is over 32 sq. ft. or extends over 8' above grade. Drawings must be stamped by a certified TX engineer indicating that the sign is designed to withstand 2015 IBC wind load requirements.

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 2021 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

Questions? Contact Jason Pool at 214-670-4195 or Jason.Pool@Dallas.gov

City of Dallas

ONLINE PLAN SUBMITTAL UPLOAD REQUIREMENTS

SIGN PERMITS

https://plansubmittal.dallascityhall.com/

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

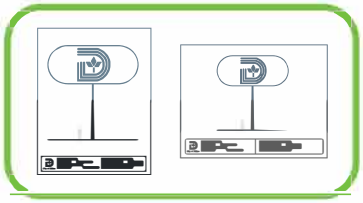
  All documents must be uploaded in portable document format (.pdf) to the drawings folder to be reviewed. To avoid files being missed during the review, do not upload files to any other folder.

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

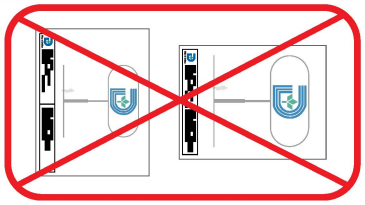
  We are unable to process multi-page documents. Each page must be uploaded individually to be accepted for review. Pages must be a standard size 8.5”x11” or larger.

- **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

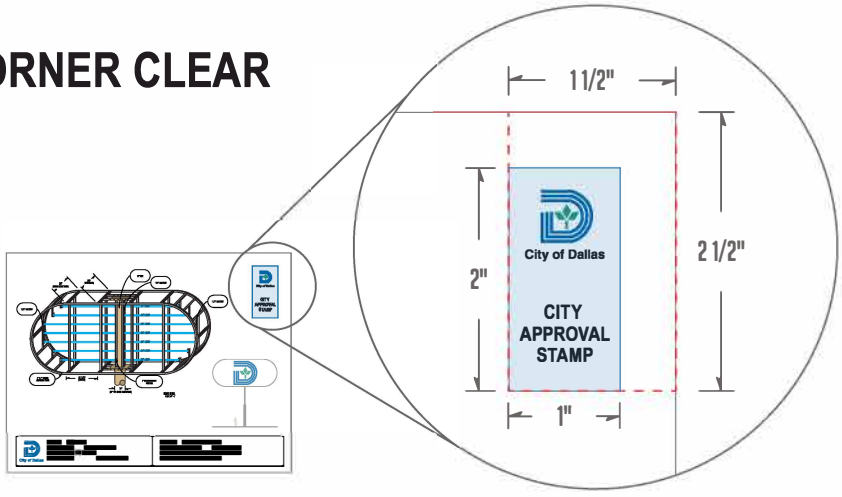
- **ALL FILES MUST BE FLATTENED - NO LAYERS**

  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.



Questions? Contact Jason Pool at 214-670-4195 or Jason.Pool@Dallas.gov

City of Dallas

BUSINESS & NON-BUSINESS ZONES

NON-BUSINESS RULES

https://codelibrary.amlegal.com/codes/dallas/latest/dallas_tx/0-0-0-38235

(CH. 51)

A	MF-3
R-1 AC	MF-4
R-1 / 2	MH
R-16	NO
R-13	LO*
R-10	MO*
R-7.5	GO*
R-5	NS
D	O-1
TH-1	O-2*
TH-2	
TH-3	P***
TH-4	PD***
MF-1	
MF-2	

(CH. 51-A)

A - (A)	MF-3 (A)
R-1 AC (A)	MF-4 (A)
R - 1 / 2 (A)	MH- (A)
R-16 (A)	NO- (A)
R-13 (A)	LO-1*
R-10 (A)	LO-2*
R-7.5 (A)	LO-3*
R-5 (A)	MO-1*
D- (A)	MO-2*
TH-1 (A)	GO (A)*
TH-2 (A)	NS (A)
TH-3 (A)	
CH	P- (A)***
MF-1 (A)	PD***
MF-2 (A)	

* MAY BE ALLOWED ADDITIONAL PROVISIONS FOR ATTACHED SIGNS AS PER 51A-7.404(a)(5)

BUSINESS RULES**

https://codelibrary.amlegal.com/codes/dallas/latest/dallas_tx/0-0-0-38030

(CH. 51)

SC
GR
LC
HC
I-1
I-2
I-3
CA-1
CA-2
P***
PD***

(CH. 51-A)

CR	MC-2
RR	MC-3
CS	MC-4
LI	
IR	P- (A)***
IM	PD***
CA-1 (A)	
CA-2 (A)	
MU-1	
MU-2	
MU-3	
MC-1	

** Attached signs within 100' of private property in a non-business zoning or a one acre or more public park are limitied to non-business rules

*** MAY BE DESIGNATED BUSINESS OR NON-BUSINESS

Please use our online zoning map to determine your zoning district at:

https://gis.dallascityhall.com/ZoningWeb/

This will also show if your property is located in a special district, such as a Historic Overlay District (H/_), Conservation District (CD), Planned Development District (PD), or Special Provision Sign District (SPSD). These districts have overlay requirements in addition to the base zoning requirements. They may also have special permitting procedures. If your property is located in one of these districts, please contact your inspector with any questions about the requirements or processes for that district.

Questions? Contact Jason Pool at 214-670-4195 or Jason.Pool@Dallas.gov

City of Dallas

SIGN CODE GUIDELINES
BUSINESS ZONING DISTRICTS

51A-7.300 - PROVISIONS FOR BUSINESS ZONING DISTRICTS

This chart is intended to be an overview of the requirements for these districts. In the event of a conflict, Chapter 51A, Article VII controls.

TYPE OF SIGN	GENERAL REQUIREMENTS
ATTACHED *	• Primary facade - 25% of facade area for all signs. • Secondary facade - 15% of facade area for all signs. • Vertical projection - Min. 10 ft. clearance over accessible areas if projects more than 2” over accessible area. Can project up to 4 ft. above the surface to which it is attached. • Horizontal projection - 18 in. from surface to which sign is attached. • (8) word limit for words over 4 in. on any facade, words </= 4” have no limit as to #. • No roofs signs.
ATTACHED (PROJECTING) * AKA. BLADE SIGNS	• (1) allowed / premise or non-residential occupancy. • 20 sq. ft. max. • Vertical projection - 10 ft. min. clearance, can’t project above roof. • Horizontal projection - 4 ft. max; not allowed in ROW. • Not allowed on any premise with detached sign/s.
WINDOW SIGNS	• 15% of the area of the window or glass door. • Signs must be located in bottom 1/3 of the window. • Words over 4" tall are included in count for 8 word limit on a facade.
MONUMENT SIGNS - MULTI-TENANT MONUMENT SIGNS - UNITY AGREEMENT MONUMENT SIGNS	• Area/height requirements based on setback (See charts) Max. 200 sq. ft. @ 35' O.A.H. • 0 ft. min. setback for single tenant; 5 ft. min. setback for all others - Setbacks are measured from property/ROW lines, not curb. • Limit (1) detached sign of any type per street frontage, not including expressways. • Must have min. 200 ft. radial separation between all detached signs on same premise. • Must have no separation between sign and ground & a ground level support (i.e. anchor bolts at grade; no pole supports).
NON-MONUMENT ** - MULTI-TENANT NON-MONUMENT SIGNS - UNITY AGREEMENT NON-MONUMENT SIGNS	• Area/height requirements based on setback (See charts) Max. 200 sq. ft. @ 35' O.A.H. • Limit (1) detached sign of any type per street frontage, not including expressways. • 15 ft. Minimum setback - Setbacks are measured from property/ROW lines, not curb. • Must be min. 200 ft. separation between detached signs on same premise.
EXPRESSWAY **	• Area/height requirements based on setback (See charts) Max. 400 sq. st. @ 40' O.A.H. • Must Be Within 100 Ft. of expressway ROW. • (1) Expressway sign per 450 ft. of expressway frontage. • 5 Ft. Minimum setback - Setbacks are measured from property/ROW lines, not curb. • Must be min. 200 ft. separation between detached signs on same premise.

* All attached signs located within 100' of private property in a non-business zoning district or a public park more than 1 acre, must follow non-business rules.

** All detached signs located within 250' of private property in a non-business zoning district or a public park more than 1 acre, must follow non-business rules.

City of Dallas

SIGN CODE GUIDELINES
NON-BUSINESS ZONING DISTRICTS

51A-7.400 - PROVISIONS FOR NON-BUSINESS ZONING DISTRICTS

This chart is intended to be an overview of the requirements for these districts. In the event of a conflict, Chapter 51A, Article VII controls.

TYPE OF SIGN	GENERAL REQUIREMENTS
ATTACHED	• (1) sign per facade per occupant. • 40 sq. ft. max. • Vertical projection - Min. 10 ft. clearance over accessible areas if projects more than 2" over accessible area. Can project up to 4 ft. above the surface to which it is attached. • Horizontal projection - 18 in. from surface to which sign is attached. • (8) word limit for words over 4 in. Words </= 4 in. can be used without limit as to number & effective area. • No roofs signs.
ATTACHED (DISTRICTS - LO(A), MO(A), GO(A), & O-2)	• Attached sign rules apply for all tenants, but signs may exceed 40 sq. ft. provided: • Only (1) sign allowed above the 2nd story on any facade, if election to exceed is made. • Allowed additional 40 sq. ft. for each additional story above the first two. • Only (2) signs permitted to exceed 40 sq. ft. per building. • Signs exceeding 40 sq. ft. can't be located on the same facade.
ATTACHED (PROJECTING) AKA. BLADE SIGNS	• (1) allowed / non-residential premise. • 20 sq. ft. max. • Sign can't be illuminated. • Vertical projection - 10 ft. min. clearance, can't project above roof. • Horizontal projection - 4 ft. max; not allowed in ROW. • Not allowed on any premise with detached sign/s.
DETACHED	• Area/height requirements based on setback (see charts) Max. 50 sq. ft. @ 25' O.A.H. • (1) per 600' street frontage. • 5 ft. min. setback.

Please use our online zoning map to determine your zoning district at:
https://gis.dallascityhall.com/ZoningWeb/

Use the button in the menu at the top right to click on your property and determine the base zoning for your site.

This will also show if your property is located in a special district, such as a Historic Overlay District (H/_), Conservation District (CD), Planned Development District (PD), or Special Provision Sign District (SPSD). These districts have overlay requirements in addition to the base zoning requirements. They may also have special permitting procedures. If your property is located in one of these districts, please contact your inspector with any questions about the requirements or processes for that district.

Questions? Contact Jason Pool at 214-670-4195 or Jason.Pool@Dallas.gov

City of Dallas

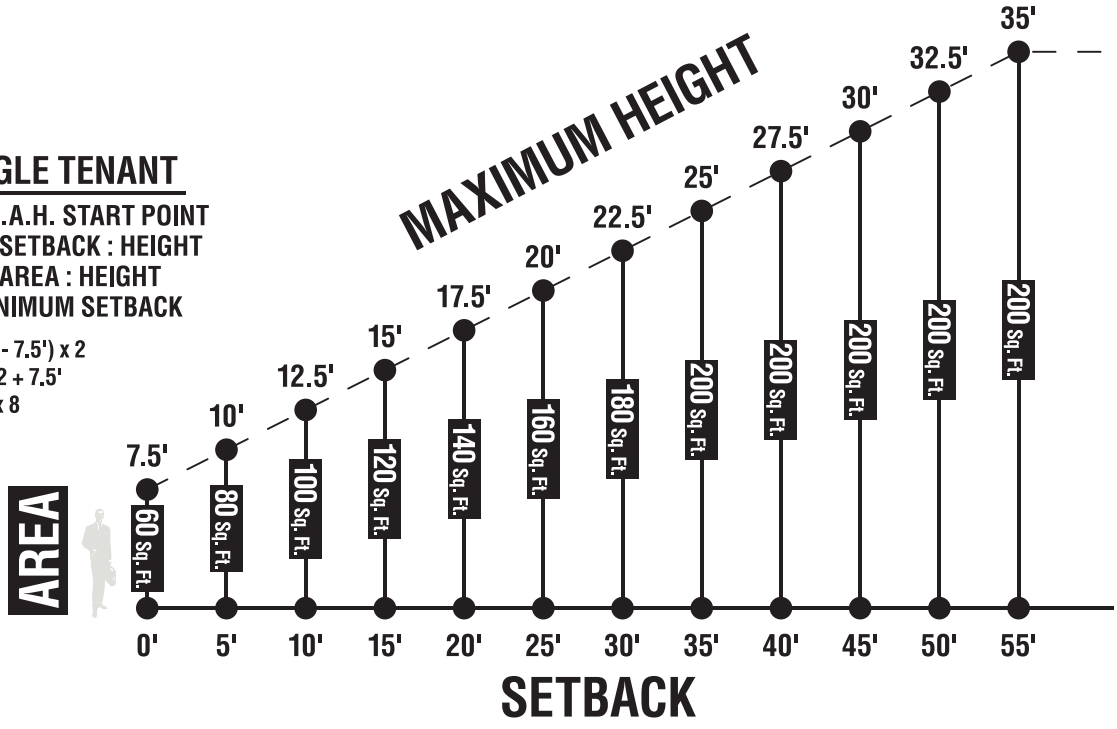
BUSINESS ZONING MONUMENT SIGNS

City of Dallas

SINGLE TENANT

7.5' O.A.H. START POINT
2:1 = SETBACK : HEIGHT
8:1 = AREA : HEIGHT
0' MINIMUM SETBACK

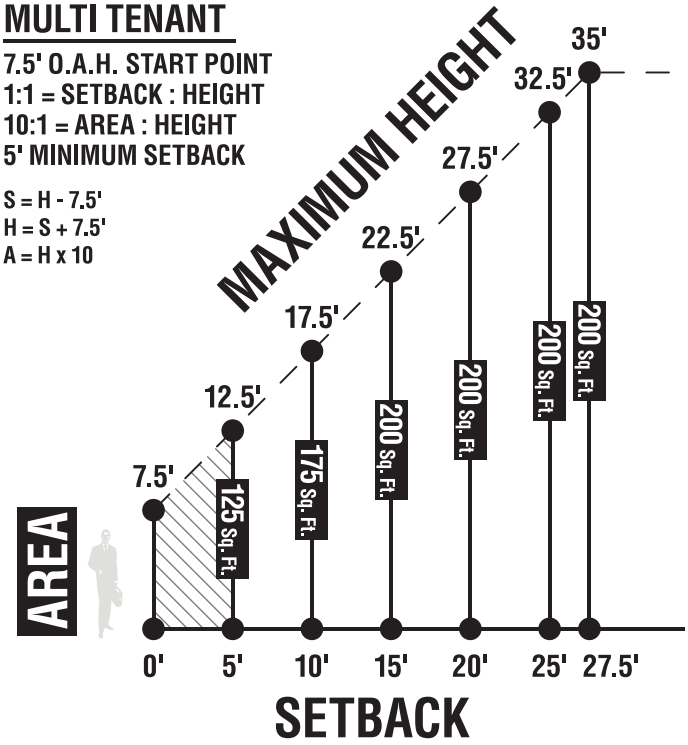
S = (H - 7.5') x 2
H = S/2 + 7.5'
A = H x 8



MULTI TENANT

7.5' O.A.H. START POINT
1:1 = SETBACK : HEIGHT
10:1 = AREA : HEIGHT
5' MINIMUM SETBACK

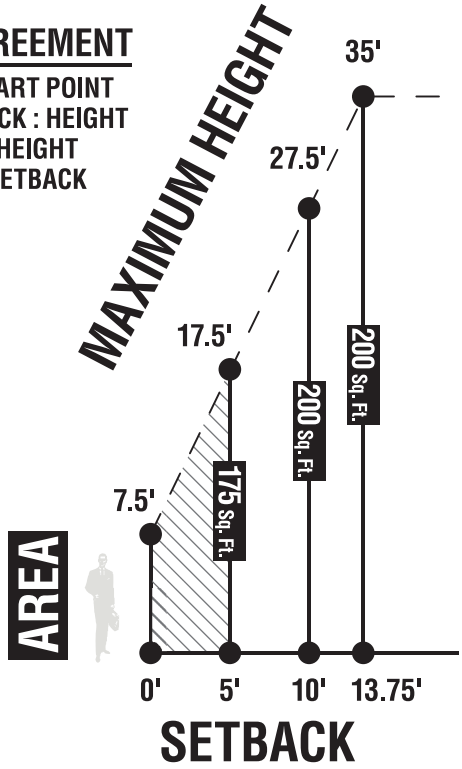
S = H - 7.5'
H = S + 7.5'
A = H x 10



UNITY AGREEMENT

7.5' O.A.H. START POINT
0.5:1 = SETBACK : HEIGHT
10:1 = AREA : HEIGHT
5' MINIMUM SETBACK

S = H - 7.5'
H = (Sx2) + 7.5'
A = H x 10



* 51A-7.304(b)(4) Only one detached sign per street frontage other than expressways
* 51A-7.304(b)(5) Detached signs on the same premise must be at least 200' apart

City of Dallas

BUSINESS ZONING NON-MONUMENTS

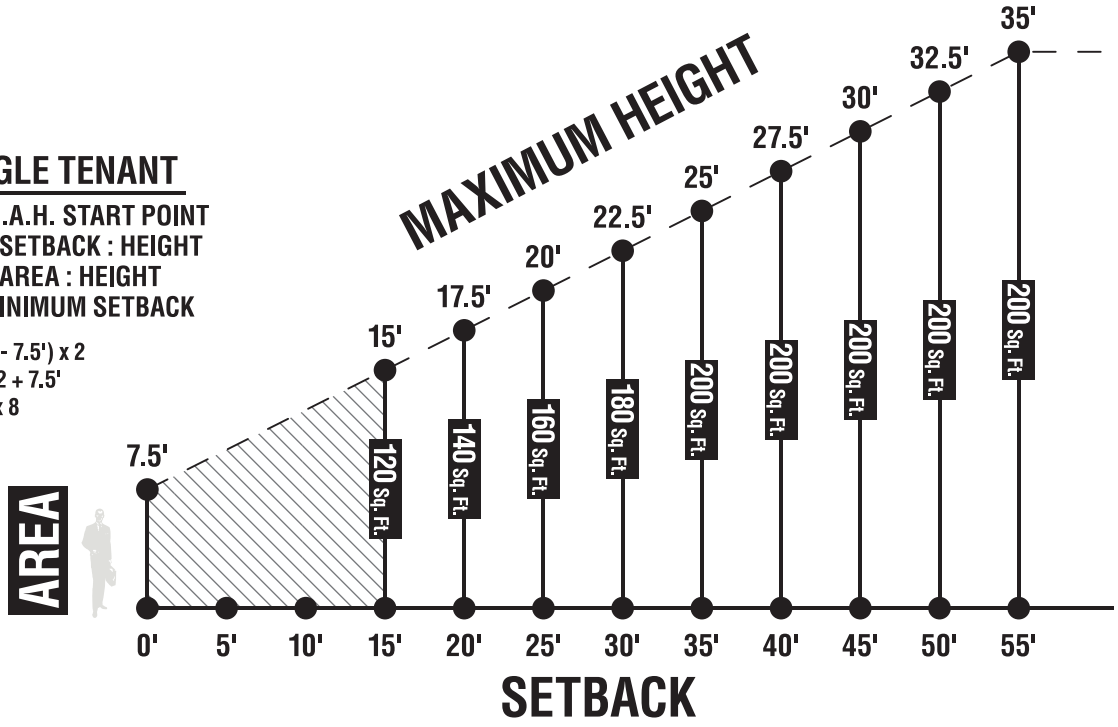
(POLE SIGNS)

City of Dallas

SINGLE TENANT

7.5' O.A.H. START POINT
2:1 = SETBACK : HEIGHT
8:1 = AREA : HEIGHT
15' MINIMUM SETBACK

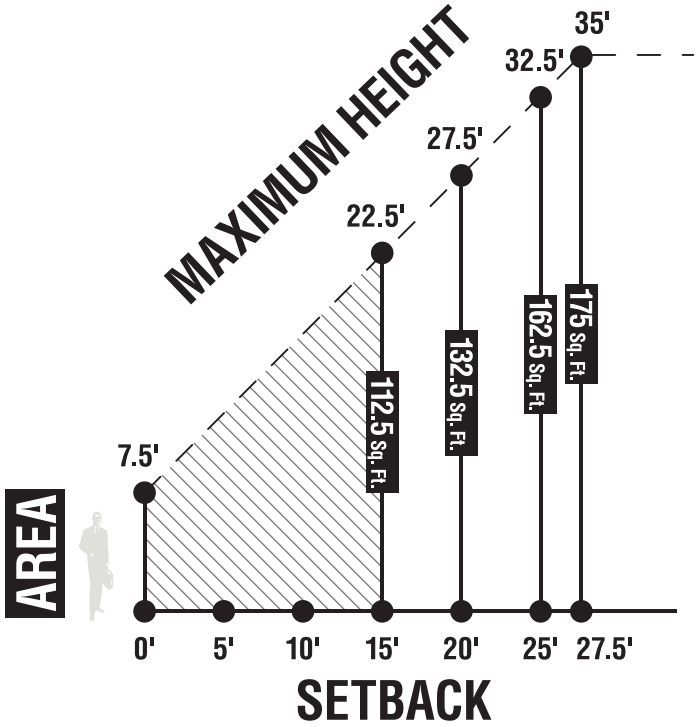
S = (H - 7.5') x 2
H = S/2 + 7.5'
A = H x 8



MULTI TENANT

7.5' O.A.H. START POINT
1:1 = SETBACK : HEIGHT
5:1 = AREA : HEIGHT
15' MINIMUM SETBACK
35' MAXIMUM HEIGHT
200 SQ. FT. MAX.

S = H - 7.5'
H = S + 7.5'
A = H x 5



* 51A-7.304(b)(3) Non-monument signs are not allowed within 250' of either private property in a non-business zoning district or a public park of more than 1 acre without Board of Adjustment approval

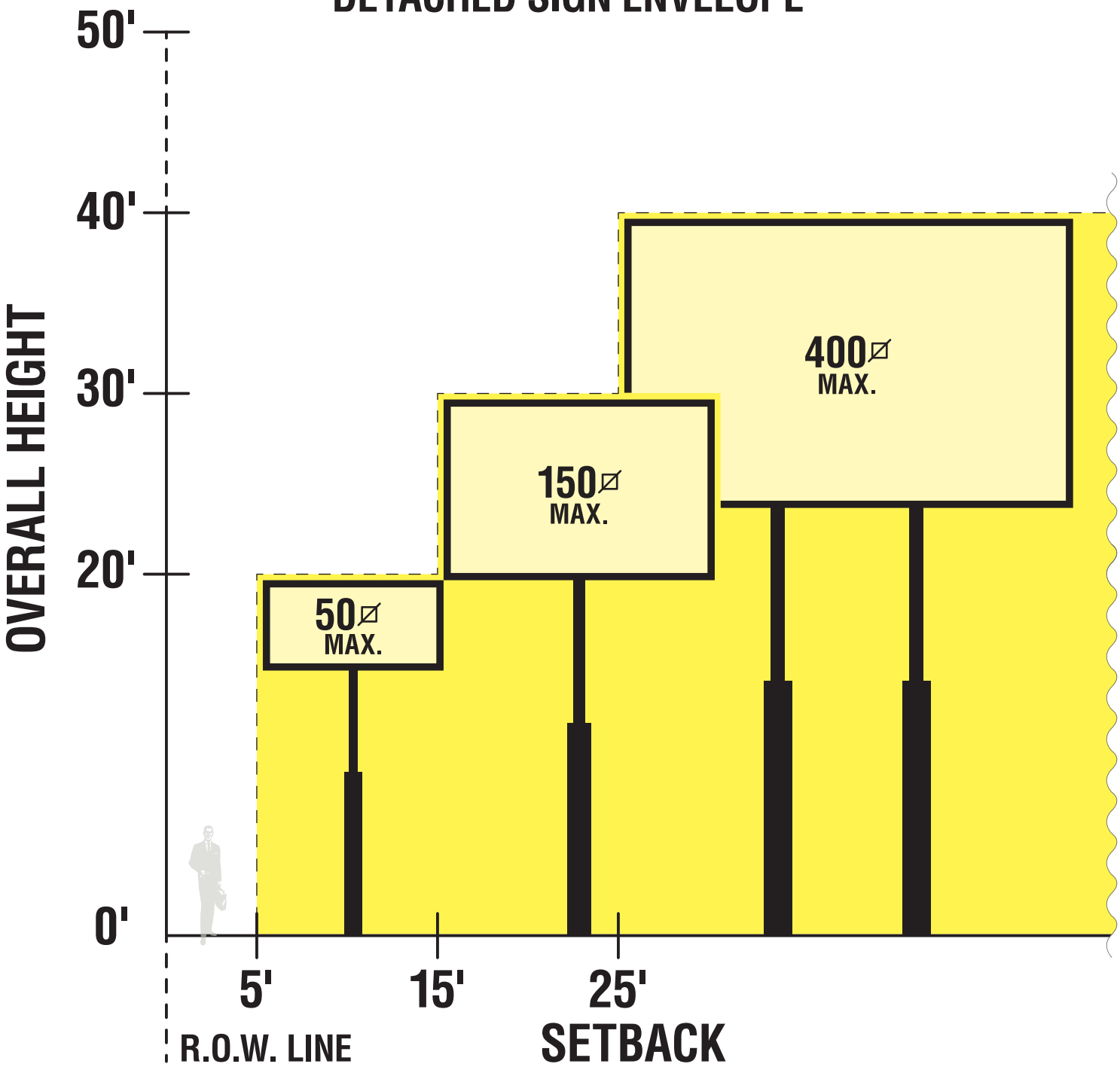
* 51A-7.304(b)(4) Only one detached sign per street frontage other than expressways

* 51A-7.304(b)(5) Detached signs on the same premise must be at least 200' apart

City of Dallas

EXPRESSWAY SIGNS

BUSINESS ZONE
DETACHED SIGN ENVELOPE

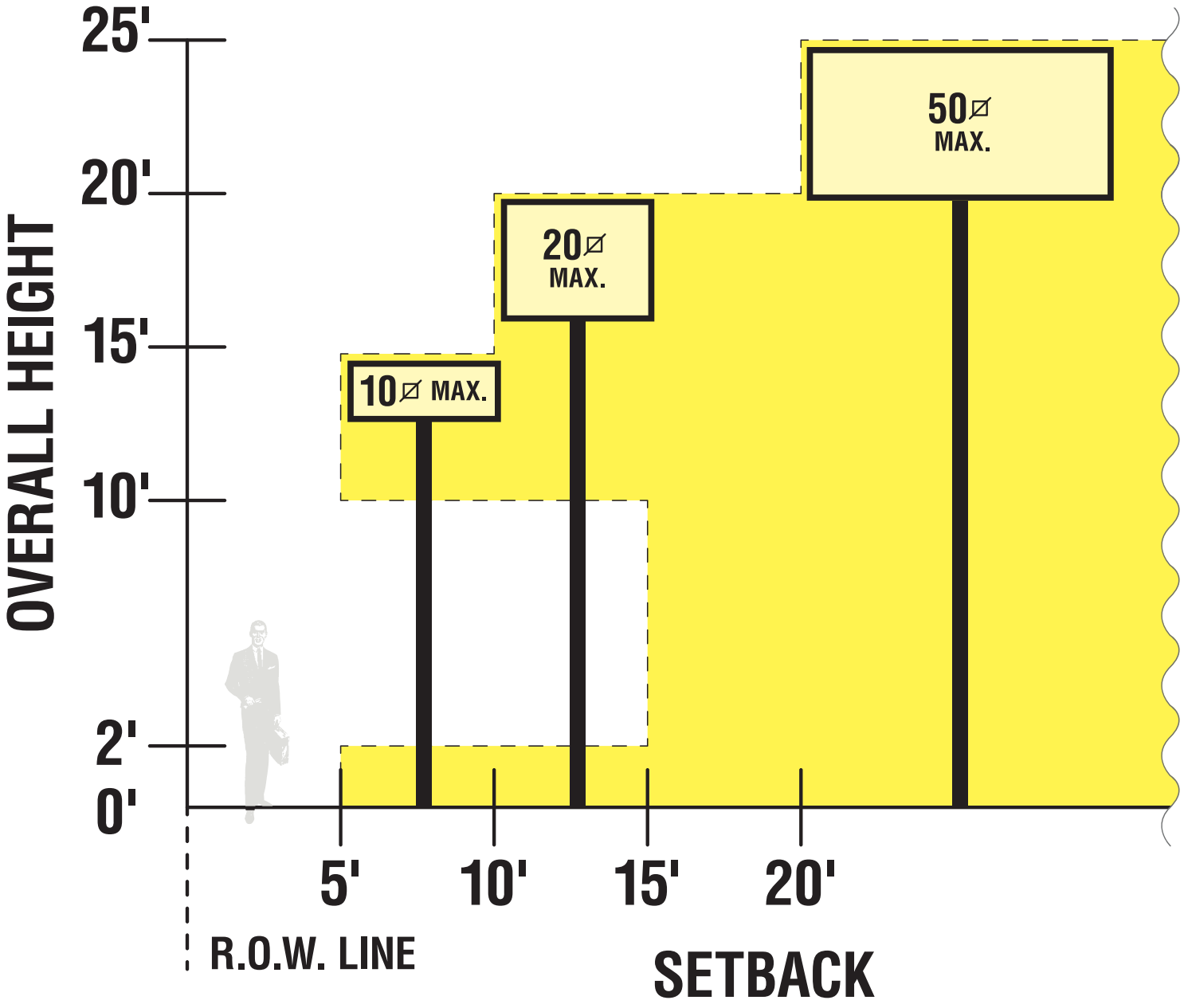


* Sec. 51A-7.304(b)(4) allows (1) detached sign per 450’ of expressway frontage or fraction thereof
* 51A-7.304(b)(5) Detached signs on the same premise must be at least 200' apart

City of Dallas

NON-BUSINESS DETACHED SIGNS

NON-BUSINESS ZONE
DETACHED SIGN ENVELOPE



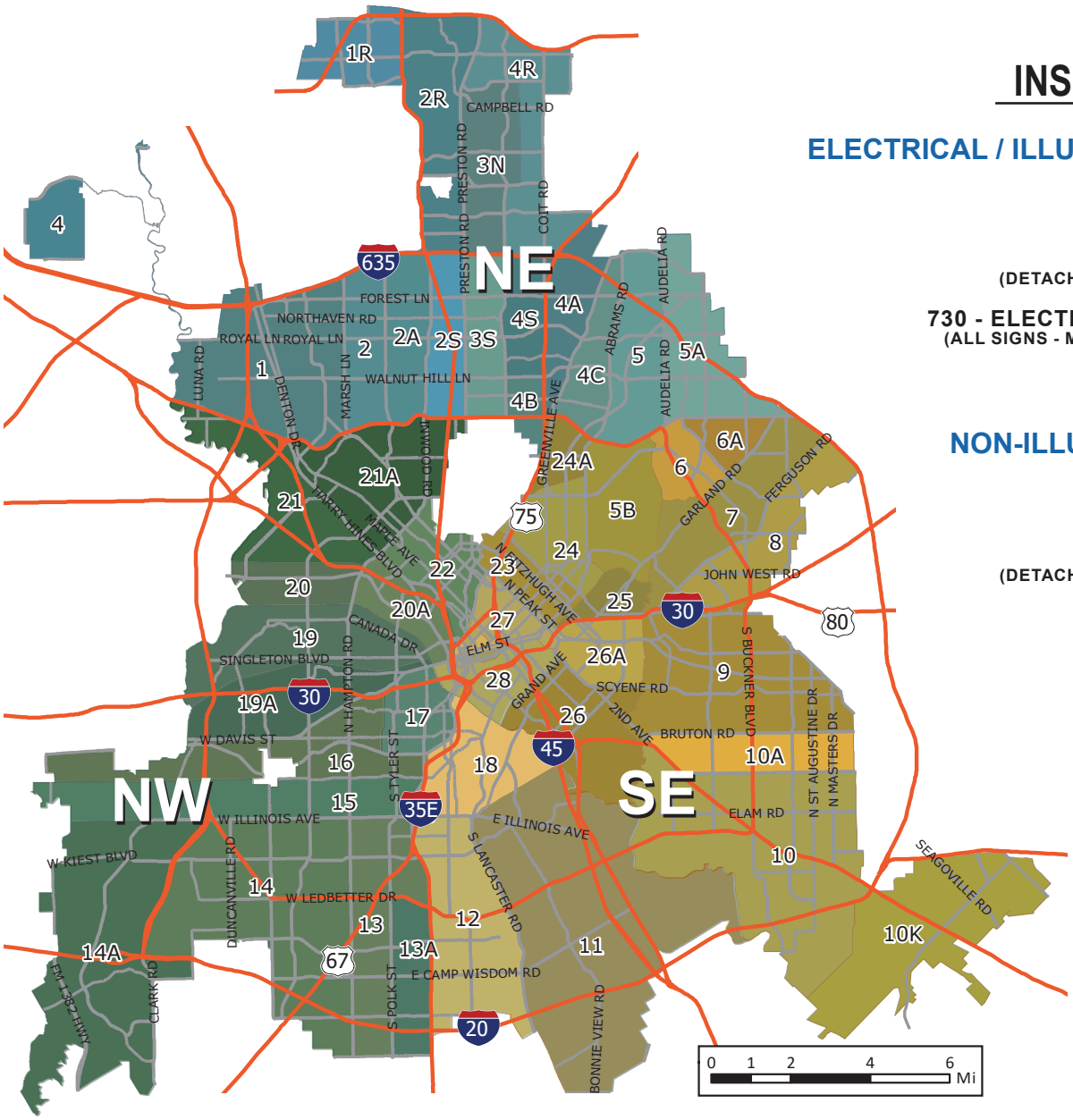
* Sec. 51A-7.403(a)(2) allows (1) detached sign per 600' of frontage, or fraction thereof, along a public R.O.W. other than an alley

City of Dallas

SIGN INSPECTIONS
INSPECTORS & DISTRICTS

INSPECTION LINE: 214-670-5313

All inspections called in after 7 am are scheduled for the following business day.



INSPECTION TYPES

ELECTRICAL / ILLUMINATED SIGNS (ES)

720 - SIGN LOCATION
(DETACHED ONLY)

550 - PIER INSPECTION
(DETACHED ONLY - BEFORE CONCRETE)

730 - ELECTRICAL SIGN CAN WIRING
(ALL SIGNS - MEET ON-SITE BEFORE INSTALL)

740 - FINAL

NON-ILLUMINATED SIGNS (SI)

520 - SIGN LOCATION
(DETACHED ONLY)

550 - PIER INSPECTION
(DETACHED ONLY - BEFORE CONCRETE)

540 - FINAL

For Permitting Questions:

MICHAEL MARTIN - 214-948-4392
Michael.Martin2@Dallas.gov

For Inspections or District Related Questions Contact your inspector:

District Inspector Office hours are from 8:00am - 8:30am & 4:00pm - 4:40pm

NE - OSCAR LOZOYA - 214-670-7288
Oscar.Lozoya@Dallas.gov

NW - SCOTT ROPER - 214-671-1917
Scott.Roper@Dallas.gov

SE - RAMIRO JAIME (RJ) - 214-671-0384
Ramiro.Jaime@Dallas.gov

City of Dallas

SIGN PREMISE WARRANTY

In compliance with the provisions of the Dallas Building Code, Sub-chapter 61, and as defined in section 6101 (b) of said Code, the following information is submitted as an integral part of an application for a sign permit.

A. Upon the premise* on which the proposed sign is to be erected, there presently exists _____ detached premise signs and _____ detached non-premise signs, as defined in Chapter 51A, Dallas City Code.

This premise can be described as follows, Lot(s), Block(s), Tract(s) _____
And/or Address(es) _____

*"Premise means a lot or unplatted tract that is reflected in the plat books of the Building Inspection Division of the City of Dallas"

NOTE: Section 51A-7.208 requires that a lot or tract is part of a plat which is approved by the City Plan Commission and filed in the plat records of Dallas County, Texas and the lot or tract has contact, through fee simple ownership, with a dedicated street.

B. This application is for the erection of _____ Sign(s). I am the owner of the property named above, or am duly authorized to sign for the owner. **(The sign contractor is not authorized to sign for the owner).** I understand that if any permit is issued as a result of the information supplied herein being in error, it shall be revoked in accordance with Section 6101(f). No refund of fee shall be made and any sign erected shall be removed at my expense.

I hereby affirm that the above statements are true and correct and, hereby agree that if an authorization is issued, all provisions of City Ordinances and State laws will be complied with.

Name (Type or Print) _____

Street address _____ City _____ State _____ Zip _____

SIGNED: _____ Date: _____
(Property Owner)
Subscribed and sworn to before me, this _____ day of _____ 20 _____.

SEAL

_____
NOTARY PUBLIC

SPECIAL PROVISION SIGN DISTRICT - SIGN PERMIT APPLICATION CHECKLIST

CITY OF DALLAS

REQUIRED DOCUMENTS FOR SIGN PERMITS IN A SPECIAL PROVISION SIGN DISTRICT

(All signs located in a special provision sign district other than the Victory Sign District and the West Commerce St./Fort Worth Ave. Sign District)

Some signs may be expedited (see page 3). Signs located in a historic overlay district, such as the West End, or on a historic facade require additional approval by the Landmark Commission.

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 information requested within five (5) working days after the notification and/or before the monthly cutoff date 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 re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in the order of receipt.

REQUIREMENTS & SPECIAL PROVISIONS

(1) All drawings must be drawn to scale on paper not larger than 11 inches wide by 17 inches long and suitable for copying.

(2) All permits for illuminated signs must be obtained by a registered electrical sign contractor or a registered electrical contractor.

(3) The applicant must provide specific information in the form of perspectives, renderings, and representations sufficient to show the nature of the proposed sign and its effect on the immediate premises.

1. ☐ Completed permit application form and checklist

2. ☐ Two (2) location maps showing the property and location of the sign/s under review

3. ☐ Two (2) Site plans showing:
   - ☐ For **Detached signs**, show the location of the sign with setbacks from all property lines and structure, and all existing, or proposed, detached signs on the property.
   - ☐ For **Projecting or Canopy signs**, show the location of the building on the property, how far the sign or canopy will project from the building, and how far behind a vertical line drawn from the back of the street curb, the sign or canopy will be located.
   - ☐ For **Flat Attached or Painted signs**, show the location of the building on the property and on which side of the building the sign will be located.

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

Please Print

Signature _____ *Date* _____

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REQUIRED DOCUMENTS FOR SIGN PERMITS IN A SPECIAL PROVISION SIGN DISTRICT **(continued)**

4. ☐ Elevation drawings of the sign, showing the exact wording to appear on the sign, the length and height of each word, and the overall size of the sign.

5. ☐ If the sign is an **Attached sign**, two (2) elevation drawings showing the location of the sign on the building facade and the building facade dimensions.

6. ☐ If the sign is **(A) Detached, (B) Projecting,** or **(C) an Attached Sign over 100 sq. ft.**, two (2) drawings by a certified Texas Engineer stating that the sign will withstand at least 115 psf wind load, and bearing the engineer's seal and signature.

7. ☐ If the sign is **Detached**, two (2) "Sign Premise Warranty" forms completely filled out and signed by the property owner or property manager, not the sign company. (New signs only).

8. ☐ Describe in detail, the materials and colors to be used.

9. ☐ Property owner name, tenant name, and list of officers or partners for both tenant and owner.

10. ☐ Certain SPSDs require some additional information such as dimensions for all street facing facades, sizes of existing/proposed signs on the property and/or specifics about the building such as number of entrances, windows or tenants. Your inspector will notify you of any additional information needed, specific to the district, at the time of submission.

11. ☐ After submission is accepted digital versions of all submitted items will be required. These items need to be original (jpg or pdf) versions. Scans of print outs will not be accepted.

12. ☐ For any **A) Detached sign** or **B) Attached sign more than 100 square feet in effective area**, the required number of notification signs must be posted, in accordance with 51A-1.106 within 14 days after the application is filed. Notification signs will be available for pickup at City Hall, 1500 Marilla, Room 5BN. _____
Initials

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

Signature _____ *Date* _____

SPECIAL PROVISION SIGN DISTRICT - SIGN PERMIT APPLICATION CHECKLIST

CITY OF DALLAS

REQUIRED DOCUMENTS FOR SIGN PERMITS IN A SPECIAL PROVISION SIGN DISTRICT (continued)

Most Signs may be expedited, or reviewed under the director procedure, if they meet ALL of the following requirements. Otherwise, the sign/s must be reviewed under the committee procedure outlined in 51A-7.505 (5) & (6).

REQUIREMENTS FOR EXPEDITED REVIEW

1. ☐ The sign has an effective area less than 50 square feet.
2. ☐ The sign is a premise sign.
3. ☐ The sign does not contain any changeable message or flashing or blinking lights.
4. ☐ If the sign is a detached sign, it has a setback of at least 10 feet.
5. ☐ The sign is not located in a historic overlay district, (The West End SPSD is a historic overlay district).
6. ☐ If the sign is an attached sign, it does not project more than 18 inches over public right-of-way.
7. ☐ If the sign is an attached sign, it has an effective area of less than 15 percent of the facade.
8. ☐ If the sign is a detached sign, it does not exceed 25 feet in height.

Exception: All detached signs located in the General CBD, Main Street, Convention Center, and Retail Subdistricts of the Downtown SPSD must be reviewed under the Committee Procedure per 51A-7.907 (b).

Exception: Unless otherwise provided for in the Southside Entertainment Sign District requirements, all signs located in the this district must be reviewed by the Special Sign District Advisory Committee, per 51A-7.1804 (a).

Exception: All signs located in the Arts District SPSD must be reviewed by the Arts District Sign Review Committee as outlined in 51A-7.1204.

An appointment with a Zoning Consultant may be scheduled by calling 214-948-4480.

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

Please Print

Signature _____ *Date* _____

SPECIAL PROVISION SIGN DISTRICT - CERTIFICATE OF APPROPRIATENESS PROCESS

CITY OF DALLAS

The Building Official shall forward a completed copy of the application and required drawings to the Director of Planning within five working days after receipt thereof.

Any applicant is entitled to appear before the Special Provision Sign District Advisory Committee, and the Plan Commission, and to be present when any vote is taken.

If the Committee finds the proposed sign to be consistent with the special character of the Special Provision Sign District, the Committee shall make a recommendation of approval to the City Plan Commission.

The committee shall consider the proposed sign in terms of its "appropriateness" to the Special Provision Sign District with particular attention to the effect of the proposed sign upon the economic structure of the Special Provision Sign District and the effect of the sign upon adjacent and surrounding premises without regard to any consideration of the message conveyed by the sign.

Upon receipt of a recommendation of approval, the Commission may indicate its concurrence by forwarding a "Certificate of Appropriateness" to the Building Official within 15 days. In the event of denial, the Commission shall so inform the Building Official in writing. Upon receipt thereof, the Building Official shall so advise the applicant within five working days.

Nothing herein shall be construed to affect or modify the authority of the Building Official to refuse to grant a sign permit in any case in which the proposed sign does not conform to specific provisions of height, effective area, setback or similar restrictions established in this article or the modified restrictions applicable to the Special Provision Sign District, or to the structural requirements of the Building Code or other codes which the Building Official is required by law to enforce.

If no action has been taken by the committee and the City Plan Commission within 60 days from receipt of a complete application, (including the required drawings) by the Building Official, a Certificate of Appropriateness shall be deemed issued by the Commission and the Building Official shall so advise the applicant.

No change shall be made in any permit application subsequent to action by the Commission without re-submittal to the Committee and approval thereof as here in above provided.

An applicant may appeal a denial of a Certificate of Appropriateness by the Commission to the City Council within 60 days. (Ord. 19455)

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

Please Print

Signature _____ ***Date*** _____

PUBLIC RIGHT-OF-WAY LICENSE

WHO SHOULD USE THIS:

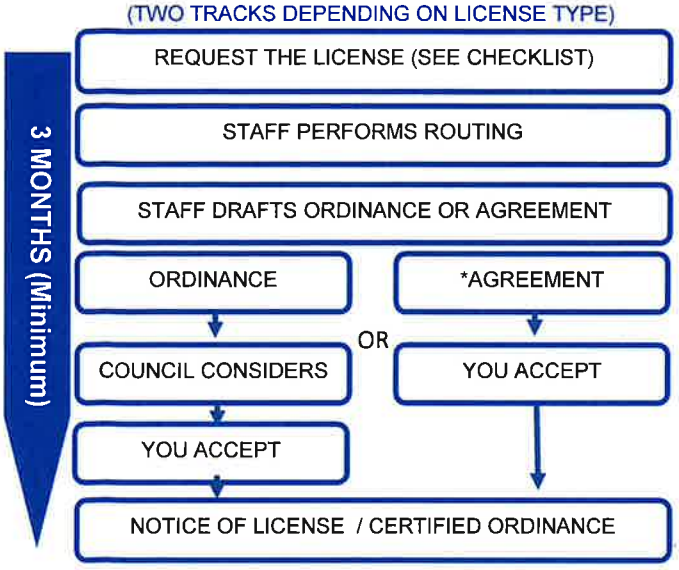
A person or entity who wants to use any part of the public right -of-way may apply to the City for a private or revocable license.

FOR A SIDEWALK CAFÉ LICENSE, PLEASE REFER TO THE SIDEWALK CAFÉ APPLICATION

IF A LICENSE IS APPROVED, THE LICENSE WILL GRANT USE OF THE PUBLIC RIGHT-OF-WAY FOR THE STATED PURPOSE. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN ANY REQUIRED PERMITS WHERE ADDITIONAL FEES MAY APPLY.**

TYPICAL STEPS

(TWO TRACKS DEPENDING ON LICENSE TYPE)



FEES

Type	Application Fee	License Fee	Billing Term
Landscape/appurtenant irrigation	$100	$100	One-time
Awnings / Canopies (no lettering)	$100	$100 per awning	One-time
Awnings /Canopies (with lettering)	$100	Calculated per sf.	Annual
Subdivision Sign / Monument Sign	$100	$100 per sign	One-time
Streetscape	$100	$100 per element	One-time
Signs, Monitoring Wells, Wireless Cells or Other (not listed)	$750**	Formula or $1000 minimum	Annual
Publication Fee	$20		One-time
Recording Fee - Cashier Check or Money Order made payable to: "Dallas County"	$50		One-time

** Credited to first year license fee

APPLICATION CHECKLIST:

☐ Letter written to Assistant Director of Real Estate, Sustainable Development & Construction, include owner name, or tenant, E-mail (required), Phone# (required) and state the following in the letter:

- ☐ Proposed use and description of license area
- ☐ Type of materials to be used
- ☐ Start and end date of project
- ☐ Other pending actions with the City, if applicable
- ☐ Written concurrence of abutting owner(s), if applicable

☐ Copy of owner's deed; If a tenant, a copy of the current lease with lease terms shown.

☐ Site Plans or drawings showing the proposed license area to be used, if applicable (include measurements & dimensions, # elements for streetscape)

☐ Three sets of Survey Field Notes showing the proposed license area, if applicable (Must attach City of Dallas Survey Guidelines SPRG Checklist with Survey Field Notes)

☐ Plat of area (showing City Block/Lot) and SITE PLAN, if applicable

PRIOR TO COUNCIL :

☐ **Submit Application fee and separate Recording fee (REQUIRED AT TIME OF SUBMISSION)**

Before a License Ordinance can be considered by City Council, you must also:

★ Execute and provide Form 1295, if applicable

★ Provide insurance certificate (naming the City of Dallas as an additional insured) or evidence of Self Insurance

★ Execute No "Conflict of Interest" Statement

★ Pay License Fee

★ Pay back taxes and resolve code violations

Notes: _____

★ FIRST-TIME applicants are encouraged to meet with a Real Estate Specialist BEFORE submission of a NEW application.

REVISED 3/2019

Sustainable Development and Construction—Real Estate Division
320 East Jefferson Boulevard Suite 203, Dallas, Texas 75203 | 214-948-4100

City of Dallas