



6400 El Verde Road, Leon Valley, Texas 78238 Phone: 210-684-1391 x226 Fax: 210-509-8288

## PERMANENT SIGN PERMIT APPLICATION

### INFORMATION FOR COMPLETING SIGN PERMIT APPLICATION

- A copy of the sections of the guidelines related to permanent signs is attached to this application. You may also request a copy of the ordinance.
- This application must be submitted and approved before sign installation. Failure to secure a permit will constitute a violation of Chapter 5.
- The fee for each permanent sign is \$75.00; if the sign is illuminated, the fee is **\$100.00**.
- Applicant (as designated by the authorization letter) is required to call the Community Development Department to request an inspection once sign installation is complete.
- Electrically illuminated signs must be installed by an electrician who is licensed in the City of Leon Valley. A separate electrical permit is not required.
- Multi-tenant centers **OR** single-tenant properties with over 300 feet of street frontage, at least 30,000 square feet, or land area of at least 5 acres are strongly urged to apply for a Master Sign Plan.
- If there are existing signs on the property, applicant must complete **Attachment B – Existing Signs**.
- Application review takes an average of 3-5 working days. You will be notified when your application has been reviewed.
- **Incomplete applications will not be processed.** All items must be provided when you first submit your application. See attached checklist for list of items which must be submitted.
- During the review process by the Fire Inspector, Police Chief, and City Inspector, we may request additional information.

**APPLICANT: PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE**



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**PERMANENT SIGN PERMIT APPLICATION CHECKLIST**

\_\_\_\_\_ **COMPLETED AND SIGNED APPLICATION FORMS** - all items on the application form must be completed prior to submission. This includes the following:

- Application checklist**
- Permanent Sign Application form**
- Attachment A** - Proposed Signs (for multiple signs on one application).
- Attachment B** – Existing Signs (if there are any signs currently installed on site).
- Authorization Letter** - letter of authorization signed by the property owner, or assignee, permitting contractor/applicant to erect proposed signage.

\_\_\_\_\_ **DRAWING/PHOTO OF SIGN** - showing the exact sign proposed, dimensions, to include the size and message, color and shape, whether lighted or not, type of construction materials, how constructed and how the sign is to be fastened.

\_\_\_\_\_ **LOCATION/SITE PLAN** - to accurate scale, showing the exact location of proposed sign, relation to buildings, streets, easements and utilities.

**I certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge. I understand that false information given on this application is grounds for denial of permit application. I understand that an approved sign permit is required before a sign can be installed.**

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**Applicant's Signature** **Printed Name** **Date**



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**PERMANENT SIGN PERMIT APPLICATION**

DATE: \_\_\_\_\_

PERMIT # \_\_\_\_\_

<b>BUSINESS/ORGANIZATION NAME:</b>	
CONTACT NAME:	PHONE:
EMAIL:	
ADDRESS (where sign will be installed):	
<b>INSTALLER:</b>	
CONTACT NAME:	
ADDRESS:	PHONE:
EMAIL:	
<b>ELECTRICAL CONTRACTOR:</b>	
CONTACT NAME:	LV License #:
ADDRESS:	PHONE:
EMAIL:	

Is applicant located in a multi-tenant center? Yes \_\_\_\_\_ No \_\_\_\_\_

Total number of existing signs installed on this property: Temporary \_\_\_\_\_ Permanent \_\_\_\_\_

Total number of proposed signs (permanent only): \_\_\_\_\_ Total Wall Area\*: \_\_\_\_\_

*\*wall sign is intended for*

***Proposed Sign Type: Please "X"***

***Sign Specifications:***

\_\_\_ Wall/Building Mounted Sign

Area of Sign Face: Width \_\_\_\_\_ Height \_\_\_\_\_ Total \_\_\_\_\_

\_\_\_ Pole/Freestanding Sign

Height of Sign from Ground: \_\_\_\_\_

\_\_\_ Monument/Freestanding Sign

Illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_ Pylon/Freestanding Sign

\_\_\_ Other \_\_\_\_\_

Materials used to construct sign: \_\_\_\_\_

Sign message: \_\_\_\_\_



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**ATTACHMENT B - EXISTING PERMANENT SIGNS (page \_\_\_\_ of \_\_\_\_)**

Complete the following information for each existing sign on the property. Use additional forms if necessary.

**SIGN #1**

***Sign Type: Please "X"***

***Sign Specifications:***

\_\_\_ Wall/Building Mounted Sign      Area of Sign Face: Width \_\_\_\_\_ Height \_\_\_\_\_ Total \_\_\_\_\_  
\_\_\_ Pole/Freestanding Sign  
\_\_\_ Monument/Freestanding Sign      Height of Sign from Ground: \_\_\_\_\_  
\_\_\_ Pylon/Freestanding Sign  
\_\_\_ Other \_\_\_\_\_      Illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_

Materials used to construct sign: \_\_\_\_\_

Sign colors: \_\_\_\_\_ Sign shape: \_\_\_\_\_

Sign message: \_\_\_\_\_

**SIGN #2**

***Sign Type: Please "X"***

***Sign Specifications:***

\_\_\_ Wall/Building Mounted Sign      Area of Sign Face: Width \_\_\_\_\_ Height \_\_\_\_\_ Total \_\_\_\_\_  
\_\_\_ Pole/Freestanding Sign  
\_\_\_ Monument/Freestanding Sign      Height of Sign from Ground: \_\_\_\_\_  
\_\_\_ Pylon/Freestanding Sign  
\_\_\_ Other \_\_\_\_\_      Illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_

Materials used to construct sign: \_\_\_\_\_

Sign colors: \_\_\_\_\_ Sign shape: \_\_\_\_\_

Sign message: \_\_\_\_\_

Materials used to construct sign: \_\_\_\_\_

Sign message: \_\_\_\_\_



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**ATTACHMENT A – PROPOSED SIGNS**

(page \_\_\_\_ of \_\_\_\_)

Complete the following information for each sign proposed to be installed on the property.

Complete the following information for each existing sign on the property. Use additional forms if necessary.

**SIGN #1**

***Sign Type: Please "X"***

***Sign Specifications:***

<input type="checkbox"/> Wall/Building Mounted Sign	Area of Sign Face: Width _____ Height _____ Total _____
<input type="checkbox"/> Pole/Freestanding Sign	
<input type="checkbox"/> Monument/Freestanding Sign	Height of Sign from Ground: _____
<input type="checkbox"/> Pylon/Freestanding Sign	
<input type="checkbox"/> Other _____	Illuminated? Yes _____ No _____

Materials used to construct sign: \_\_\_\_\_

Sign colors: \_\_\_\_\_ Sign shape: \_\_\_\_\_

Sign message: \_\_\_\_\_

**SIGN #2**

***Sign Type: Please "X"***

***Sign Specifications:***

<input type="checkbox"/> Wall/Building Mounted Sign	Area of Sign Face: Width _____ Height _____ Total _____
<input type="checkbox"/> Pole/Freestanding Sign	
<input type="checkbox"/> Monument/Freestanding Sign	Height of Sign from Ground: _____
<input type="checkbox"/> Pylon/Freestanding Sign	
<input type="checkbox"/> Other _____	Illuminated? Yes _____ No _____

Materials used to construct sign: \_\_\_\_\_

Sign colors: \_\_\_\_\_ Sign shape: \_\_\_\_\_

Sign message: \_\_\_\_\_

Materials used to construct sign: \_\_\_\_\_

Sign message: \_\_\_\_\_

