



**SIGN PERMIT APPLICATION**  
 (Incomplete applications will not be processed.)  
 (Application must be legible.)

APPLICATION DATE \_\_\_\_\_

PERMIT ID

JOB ADDRESS \_\_\_\_\_ SUITE # \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

<u>Owner Information</u>	<u>Contractor Information</u>
Property Owner:	Owner:
Address:	Contact Person:
Phone Number:	Company:
Tenant (if applicable):	Address:
Tenant Phone Number:	Phone Number:

**Type of Sign:**

- |  |  |
|--|--|
| <input type="checkbox"/> Ground Sign                             | <input type="checkbox"/> "Grand Opening" Sign              |
| <input type="checkbox"/> Wall Sign                               | <input type="checkbox"/> "Now Open" Sign                   |
| <input type="checkbox"/> On-Premise Project or Development Sign  | <input type="checkbox"/> "Coming Soon" Sign                |
| <input type="checkbox"/> Off-Premise Project or Development Sign | <input type="checkbox"/> Real Estate Sign                  |
| <input type="checkbox"/> Window Sign                             | <input type="checkbox"/> For sale/lease of property        |
| <input type="checkbox"/> "Open" Sign                             | <input type="checkbox"/> For sale/lease of building/office |
| <input type="checkbox"/> "Now Hiring" Sign                       | <input type="checkbox"/> Other: _____                      |

Temporary? \_\_\_\_\_ If yes, dates needed: \_\_\_\_\_

**Was a "Notice of Violation" issued for this sign by Code Enforcement? Yes or No**

Total Square Footage of Sign \_\_\_\_\_ Estimated Sign Value \$ \_\_\_\_\_

Illuminated? \_\_\_\_\_ If yes, fill out electrical contractor information below:

<u>Electrical Contractor Information</u>
Master Electrician:
Company Name:
Address:
Phone Number:

**Note:** All electrical wiring shall conform to the electrical codes of the Town.

Sign Permits will not be processed until the following applicable documents are provided:

- \_\_\_ 2 copies of site plan indicating the location of the sign (**all signs**)
- \_\_\_ 2 drawings to scale of proposed sign (including all wording and graphics) and all existing signs located on the premises, visible to the public (**all signs**)
- \_\_\_ 2 drawings to scale of building façade or elevation, including lineal building wall length (**wall signs, window signs, and temporary banners**)
- \_\_\_ 2 copies of engineered foundation plans (**ground signs**)
- \_\_\_ 501(c)(3) (**non-profit organization only**)
- \_\_\_ Property Owner’s Permission Form (**off-premises signs only**)

**Note:** Please review the above submittal requirements and make sure each line is checked or labeled as not applicable.

Description of Sign:
----------------------

**Expiration of Permit:** All sign permits shall expire and become null and void if the work authorized by such permit is not commenced within 60 days from the date of issuance, or if the work authorized by this permit is suspended or abandoned at any time after the work is commenced for a period of more than 120 days. Before any work is recommenced, a new permit shall be obtained.

**Please check your deed restrictions and Home Owners Association requirements before erecting any sign, as they are not regulated by the Town of Flower Mound.**

**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel any Federal, State, or local law regulating construction or the performance of construction. As the contractor or authorized agent for the contractor, I understand that it is my responsibility to adhere to the above timeframes.**

\_\_\_\_\_  
Applicant’s Signature (If contractor listed, this person must be listed on the general contractor’s registration as authorized to submit permits.)

\_\_\_\_\_  
Applicant’s Printed Name

**This section for office use only**

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Permit Total \_\_\_\_\_ InVision Code \_\_\_\_\_