



## SIGN PERMIT INFORMATION & REQUIREMENTS

ALL SIGNS REQUIRING PERMITS MUST BE SUBMITTED, REVIEWED, AND APPROVED PRIOR TO BEING ERECTED OR INSTALLED. ANY SIGN ERECTED OR INSTALLED WITHOUT A PERMIT IS SUBJECT TO THE PERMIT FEE'S BEING DOUBLED OR OTHER ENFORCEMENT ACTION TAKEN.

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### PERMIT APPLICATION SUBMITTAL:

- Permit must be submitted online at [www.etrakit.flower-mound.com](http://www.etrakit.flower-mound.com).
- One application must be submitted for each sign to be installed.
- All information required must be uploaded to the application at time of online submittal, including drawings as described below.
- Sign contractors and electrical contractors must be registered with the Town. The General Contractor Registration Form should be used for sign contractors and the Licensed Contractor Registration Form should be used for registering electricians.

### DRAWING SUBMITTAL:

- The following documents must be uploaded to when submitting the application online:
  - Artwork/drawings (**to scale**) of proposed signage, including all wording and graphics (applies to all signs)
  - Elevation/building wall or facade (**to scale**) showing lineal building wall length and proposed location of sign (applies to wall signs, window signs, and temporary banners)
  - Site/plot plans (**to scale**) showing the proposed sign location, all easements, and any other signage existing on the property (applies to all signs)
  - Engineered foundation plans (applies to ground signs)
  - 501(c)(3) (non-profit organizations only)
  - Property owner's permission letter (off-premises signs only)

### 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 the 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.

PERMIT FEES: <https://www.flower-mound.com/DocumentCenter/Home/View/504>