

Sign

This section office use only					
Application #			Receipt #		
Cash <input type="checkbox"/>			CC <input type="checkbox"/>	Phone order <input type="checkbox"/>	
Check #			Balance due		
Permit type		Plan #		TIFF #	

Date	
● All application fees are non-refundable ● All credit card transactions include a 2% convenience fee ● Permits and approved plans must be posted on site as failure to post may result in re-inspection fee ● City will call when permit is ready for pickup ● Application must be completed in its entirety prior to submittal	

Job address				Suite #	
Tenant/business name				Phone #	
Who is performing work? <input type="checkbox"/> Owner <input type="checkbox"/> Sign contractor		Existing monument, pylon or pole signs on property? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Sign is illuminated. Yes <input type="checkbox"/> No <input type="checkbox"/>		Service is: New <input type="checkbox"/> Existing <input type="checkbox"/>		(If new service, supply electrical contractor information)	
Sign Contractor (contact person)				Carrollton ID#	
Company name				Expiration	
Company address				Phone	
Electrical Contractor (contact person)				Carrollton ID#	
Company name				Expiration	
Company address				Phone	
Sign Type			Sign Dimensions (provide all applicable info)		
<input type="checkbox"/> Wall	<input type="checkbox"/> Banner		Sign copy height:		
<input type="checkbox"/> Monument	<input type="checkbox"/> Menu Board		Sign copy width:		
<input type="checkbox"/> Pylon	<input type="checkbox"/> Model home		Sign placement area height:		
<input type="checkbox"/> Pole	<input type="checkbox"/> Cold air inflatable device		Sign placement area width:		
<input type="checkbox"/> Rooftop			Sign copy square footage:		
<input type="checkbox"/> Projecting			Sign setback:		
Please check one: <input type="checkbox"/> Ground <input type="checkbox"/> New <input type="checkbox"/> Renewal of existing sign			Sign structure overall height:		
What the sign/banner will say:					
Location of sign/banner					
Note: Do not fabricate and/or install any sign until an approved permit has been issued. Ground signs may not be v-shaped. Banners shall not be ground-mounted, affixed to a fence, or be double-sided; they must be securely attached to a building. Decals must be affixed to all applicable ground signs or banners.					

By signing below, 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 the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

* AN EMAIL ADDRESS OF THE MAIN CONTACT MUST BE PROVIDED TO RECEIVE INSPECTION RESULTS.	
Additional checklist information is on reverse side of application	

Name			Signature		
Phone		Email*			

Information Required by Applicant

Wall Signs

- ☐ 2 Copies of drawing showing sign placement
 - ☐ Dimensions of sign placement area (height and width)
 - ☐ Dimensions of sign (height and width)

Monument Signs

- ☐ 2 Copies of drawing showing sign
 - ☐ Dimension of sign copy (height and width)
 - ☐ Height of total sign
 - ☐ Address placement
 - ☐ Description of sign construction
- ☐ 2 Copies of site plan
 - ☐ Placement of sign

Ground Signs

- ☐ 2 Copies of sign drawing
 - ☐ Dimension of sign copy (height and width)
 - ☐ Height of total sign
- ☐ 2 Copies of site plan
 - ☐ Placement of sign

Cold Air Inflatable Device

- ☐ 2 Copies of site plan
 - ☐ Placement of inflatable device
 - ☐ Dimension of inflatable device (height and width)

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