



Permanent Sign Packet

Section 101: Submission Requirements.

All schematics shall be drawn and all signs shall be placed in accordance with the 2006 International Building Code Standards as adopted by the city. The following items shall be provided in order to begin completeness review, as applicable based on the types of signage:

- A. Submittal of appropriate filing fees for the application. **Bulletin board, painted, & window signs are \$75.00 and all other signs are \$5.50 per sq. ft. + 115% for any City third-party review, as needed.**
- B. Copy of the application with all information completely filled out and all applicable signatures.
- C. Information related to registration of trademark with the United States Patent and Trademark Office and/or Texas Secretary of State.
- D. Site plan showing scale and north arrow, lot size, lot frontage along roadway, location of all signs on the property in relation to lot lines, sight triangles, setbacks, all buildings (including gross building floor area), all structures, sidewalks, streets, rights-of-way, internal drives, intersections, distances from other freestanding signs on neighboring properties, distances of freestanding signs above and below roof lines, distances of freestanding signs from historic district and residential district or uses. **Any new ground signs over four (4) feet tall require a wind load calculation and need to be signed and sealed by a State licensed Engineer.**
- E. Schematics showing types of signage and general description of structural design, wiring diagrams, construction materials, height, width, lettering, perimeter and area dimensions (by square footage), means of support, method of illumination (may require separate electrical permit). Additional information as follows based on specific signage:
 1. Wall signs must also provide distance from façade, building linear frontage, and height above sidewalk.
 2. Window signs must also show area of coverage in percentage on the window.
 3. Awning or canopy signs must indicate the length of the awning or canopy.
 4. Projecting signs must also provide height above sidewalks and show exact placement on building in relation to the second-floor windowsill or cornice line of the building.
- F. For placement of single-family subdivision and multi-family complex signs applicable landscape and irrigation plans shall be provided showing landscape screening and proper irrigation standards.
- G. For signs located within the Downtown Historic District include a copy of approval from the Historic Board and photographs of the building.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Section 102: Completeness Review

Once items have been submitted to the City, it shall have ten (10) business days to review for completeness. Completeness shall be determined by the Sign Administrator reviewing all items submitted under Section 101 and verifying all applicable items are present. If the Administrator determines it complete under this review then it moves to a submittal review. If the Administrator determines it is incomplete, the applicant will be sent notice of the deficiency with appropriate references to this application and/or City Code requirements.

Section 103: Submittal Review

After the application is determined complete then the items will go through a submittal review. This review is conducted by the Sign Administrator and may include other City Staff as necessary based on the types of signage with the application. This type of review will determine whether the proposed signage meets applicable Code requirements and any other agreements that have been approved by the City and the property owner. The City shall have ten (10) business days to review for applicable requirements. If the Administrator determines additional information is needed, the applicant will be sent notice of the deficiency with appropriate references to the application, City Code requirements, or other agreements. One (1) copy of any additional information must be submitted for review to the City and it shall have ten (10) business days to review the additional information. This cycle continues until all comments and issues have been resolved by the applicant to the City's satisfaction.

Section 104: Issuance of Sign Permit

After all comments and issues have been addressed through the submittal review, the City shall issue a sign permit to the applicant. **No signage can be placed until this permit has been issued by the City. Placement of signage without a permit may result in a fine which would need to be paid before the permit could be issued for the sign.** Permits shall be valid for a period of twelve (12) months from the date of issuance. All signs and final inspection must fall within this window.

Section 105: Final Inspection

A final inspection shall be completed after installation of all approved signs. **Inspection fees for painted signs are \$25.00; freestanding, projecting, & wall signs are \$75.00 + 115% for any City third-party review, as needed; and \$50.00 for all other signs.** This inspection must be called into the City from the information in the footer or an email sent to planninganddevelopment@ci.elgin.tx.us indicating which signs are to be inspected and the physical address. **Any discrepancies between the approved plans and physical sign may result in mandated removal of the signage and/or fines.**

PERMANENT SIGN PERMIT APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____

Parcel Identification Number (if no address): _____

APPLICANT / SIGN CONTRACTOR

Contractor License Number: _____

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

Signature

Printed Name

Date

BUSINESS OWNER / TENANT

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____



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