



SIGN PERMIT APPLICATION

BUILDING SERVICES

JOB ADDRESS: _____ CONSTRUCTION VALUE \$ _____

PROJECT / BUSINESS NAME: _____

SIGN CONTRACTOR: _____ PHONE # _____

CONTACT NAME: _____ EMAIL: _____

Checklist - Initial each item and sign at the bottom:

- ___ *Two sets of drawings;*
- ___ *Sign to scale, height, width and area dimensions labeled;*
- ___ *Materials labeled and percent masonry provided for monument signs;*
- ___ *All other existing signs on site shown and labeled;*
- ___ *Exact wording, symbols, logo, & colors;*
- ___ *Location on building if attached, location on property if detached;*
- ___ *Label distance from building edge or lease space edge if attached, label distance from property lines if detached;*
- ___ *Provide building façade/elevation area if attached, show all streets, intersections, easements, and adjacent properties if detached;*
- ___ *Other information as required to ensure compliance with the Unified Development Code.*

_____ *I have provided two copies of plans with the above information.*

TYPE OF SIGN: **WALL OR ATTACHED** **MONUMENT OR DETACHED**

 OTHER Please Describe: _____

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK WILL BE DONE IN COMPLIANCE WITH THE INFORMATION HEREIN SET FORTH AND IN COMPLIANCE WITH THE CITY OF KELLER CODES REGULATING SIGN REQUIREMENTS. **I AGREE TO CALL FOR AN INSPECTION ONCE THE SIGN IS INSTALLED.** I FURTHER UNDERSTAND IF THE SIGN IS INSTALLED INCORRECTLY I SHALL BE REQUIRED TO REMOVE AND REPLACE IT OR A CITATION WILL BE ISSUED.

PRINT NAME: _____

SIGNATURE: _____ Date: _____

RELEASED For CONSTRUCTION By: _____ Date: _____

COMMENTS: _____

PERMIT #: _____

TOTAL FEES \$ _____