



# City of Stafford

2610 South Main  
Office Number (281) 261-3940

Stafford, Texas 77477  
Fax Number (281) 261-3939

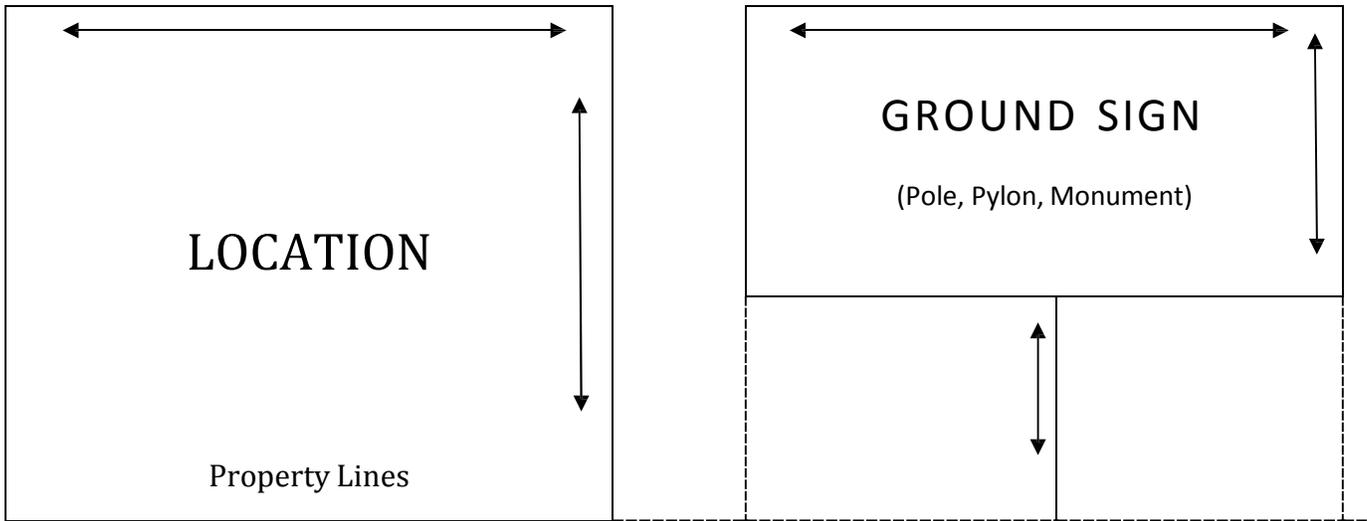
## Sign Permit Application

Please Print Clearly (all fields must be completed)

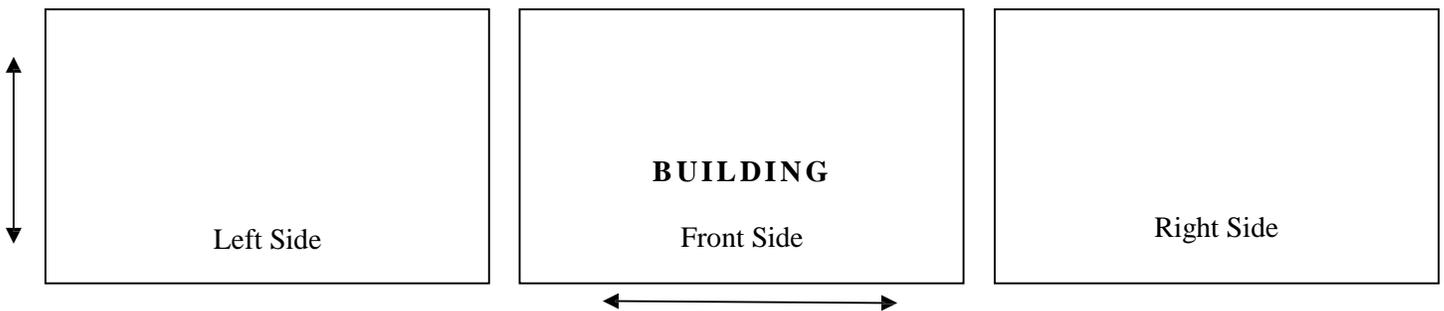
Site Address:																					
Property Owner/Company Name:																					
Address:	Phone #:																				
Sign Contractor:																					
Address:	Phone #:																				
*Will this permit require an additional Electrical Permit?: <input type="checkbox"/> Yes <input type="checkbox"/> No																					
Class of Work:	New                      Addition                      Repair/Maintenance																				
Work Description:	Valuation of work Total construction cost of labor and materials \$																				
Sign Message:																					
<p>Please mark all that apply:</p> <p>Is this sign:</p> <p>Lighted _____ Changing Message _____</p> <p>Flashing Message _____ Double Sided _____</p> <p>Sign Type:</p> <p>Ground _____ Wall _____</p> <p>Roof _____ Projecting _____</p> <p>Marquee _____ Other _____</p> <p>Number of Existing Signs on Property:</p> <p>Ground _____ Wall _____</p> <p>Roof _____ Other _____</p>	<p><b>Sign Information:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Horizontal Width</td> <td></td> </tr> <tr> <td>Vertical Height</td> <td></td> </tr> <tr> <td>Height from grade to top of Sign</td> <td></td> </tr> <tr> <td>Total Square Footage of Sign</td> <td></td> </tr> </table> <p style="text-align: center;"><b>Sign Permit Fees</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Sign Permit (under 50 Square Feet)</td> <td style="width:25%;">\$50.00</td> <td style="width:25%;"></td> </tr> <tr> <td>Additional-Square Footage Over 50 Square Feet</td> <td>\$1.00 per sf.</td> <td></td> </tr> <tr> <td>Sign Plan Check Fee (plan-checking fee shall be equal to one-half of the permit fee)</td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td colspan="2"><b>\$</b></td> </tr> </table>	Horizontal Width		Vertical Height		Height from grade to top of Sign		Total Square Footage of Sign		Sign Permit (under 50 Square Feet)	\$50.00		Additional-Square Footage Over 50 Square Feet	\$1.00 per sf.		Sign Plan Check Fee (plan-checking fee shall be equal to one-half of the permit fee)			<b>Total</b>	<b>\$</b>	
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<p>Application is hereby made to erect the "On Premise" sign described herein. This will be a sign, including the sign structure, which directs the attention of the general public to a business, service or activity usually conducted, or a product usually offered or sold upon the premises where such sign is located.</p>		<p><b>Receipt #</b></p> <p><b>*ELECTRICAL PERMIT FEE IS IN ADDITION TO ABOVE FEE.</b></p> <p><b>Each sign requires a separate application.</b></p>																			
<p>_____</p> <p style="text-align: center;">Sign Contractor Signature</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Received By:</td> <td style="width:50%;">Approved By:</td> </tr> <tr> <td>Date:</td> <td>Date:</td> </tr> </table>	Received By:	Approved By:	Date:	Date:																
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<p>_____</p> <p style="text-align: center;">Printed Name of Sign Contractor</p>	<p>Email Address:</p>																				

Show sign location, distances from property lines, street, building(s) and other obvious landmarks.

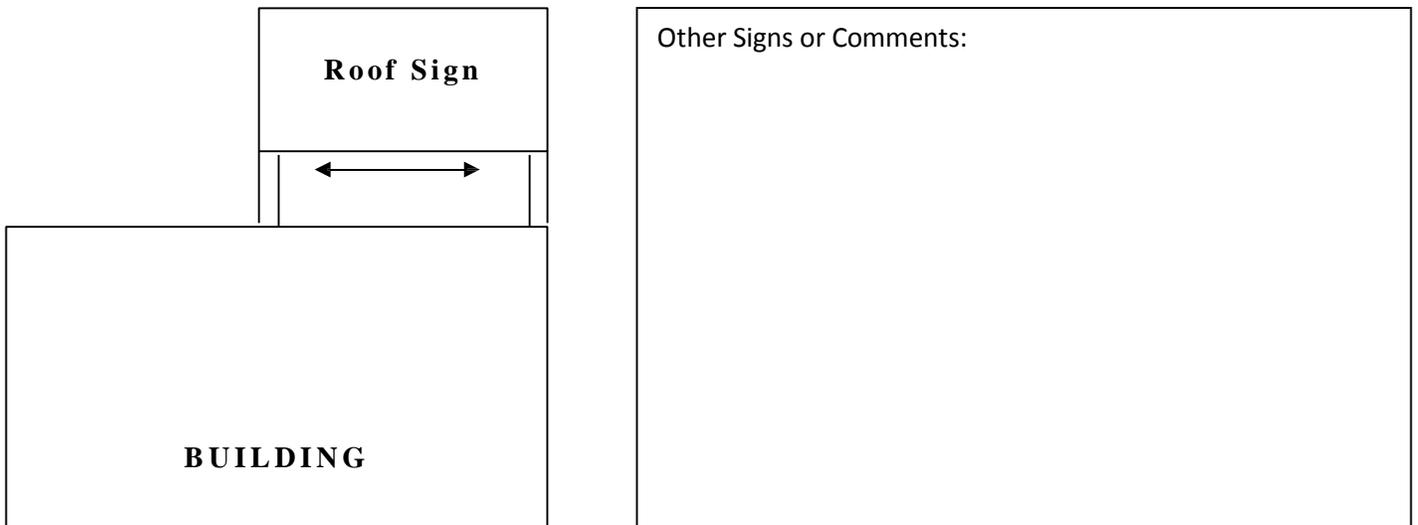
**Ground Signs:** Please stake ground sign location on property for inspection. All sign structures to be erected on private property.



**WALL SIGNS:** Show sign location on building, dimensions, doors and windows.



**ROOF SIGNS:** Provide Dimensions



Cannot project beyond building sides