



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)

Sign Location Address:		Sign Number or Letter:																			
Property Owner/Company Name:																					
Address:		Phone #:																			
Sign Contractor:																					
Address:		Phone #:																			
Email Address:																					
Will this permit require an additional Electrical Permit?: <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a wall sign under 100 Square Feet? <input type="checkbox"/> Yes <input type="checkbox"/> No																			
Will this sign require approval from HOA?: <input type="checkbox"/> Yes <input type="checkbox"/> No		Is HOA letter of approval attached?: <input type="checkbox"/> Yes <input type="checkbox"/> No																			
Class of Work:	New	Addition	Repair																		
Valuation of Work:			(Total construction cost of labor and materials)																		
Work Description:																					
Sign Message:																					
Is this sign: Please mark all that apply Lighted _____ Changing Message _____ Flashing Message _____ Double Sided _____ Sign Type: Ground _____ Wall _____ Roof _____ Projecting _____ Marquee _____ Other _____ Number of Existing Signs on Property: Ground _____ Wall _____ Roof _____ Other _____ Display surfaces of all types of signs shall be METAL, WOOD, GLASS or APPROVED PLASTIC. *ELECTRICAL PERMIT FEE IS IN ADDITION TO FEE LISTED.. Each sign requires a separate application.		Sign Information: Horizontal Width _____ Vertical Height _____ Height from grade to top of Sign _____ Total Square Footage of Sign _____ All Signs require Plan Review Payment Sign Permit Fees <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Sign Permit (under 50 Square Feet)</td> <td>50.00</td> <td></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>Annual Digital Billboard</td> <td>1000.00</td> <td></td> </tr> <tr> <td>Digital Annual Sign Inspection</td> <td>120.00</td> <td></td> </tr> <tr> <td>Total</td> <td>\$</td> <td></td> </tr> </table>		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)			Annual Digital Billboard	1000.00		Digital Annual Sign Inspection	120.00		Total	\$	
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)																					
Annual Digital Billboard	1000.00																				
Digital Annual Sign Inspection	120.00																				
Total	\$																				
Application is hereby made to erect, modify or repair an "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. With the exception of a Digital Billboard.		Received By:	Received By:																		
		Date:	Date:																		
_____ Sign Contractor Signature		_____ Printed Name of Sign Contractor																			