



Sign Permit Application

Public Works and
Community Development Department

City of Shenandoah, Texas
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522
www.shenandoahtx.us

The checklist below is a general guideline for sign contractors and city staff to verify general sign ordinance requirements. The list below is not all encompassing. Sign applications will not be accepted unless the checklist and compliance met columns have been completed by the contractor at the time of submission. The checklist will be completed and returned to the contractor upon review of city staff notifying the contractor of compliance/noncompliance.

Contractor Description	Compliance Met?	Contractor/City Verification	City Description	Compliance Met?	
				Sign Officer	Code Enforcement
		Address of sign location			
		Type of sign			
		Square footage of sign			
		Number of colors			
		Location of sign on property/building			
		Setback of sign from property line			
		Linear footage of building front			
		Number of existing signs on site			
		Temporary or permanent sign			
		Illuminated or non illuminated			
		Building permit issued			

I have answered the questions above to the best of my knowledge:

Applicant

Date

Sign Officer

Date

Code Enforcement

Date



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*** SIGN PERMIT APPLICATION EXPIRES IN 6 MONTHS (180 DAYS) NON-TRANSFERABLE***

TEMPORARY SIGN?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	PERMANENT SIGN?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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JOB ADDRESS:

OWNER:	MAILING ADDRESS:	EMAIL:	TELEPHONE:
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APPLICANT:	MAILING ADDRESS:	EMAIL:	TELEPHONE:
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DOES THE BUSINESS FRONT I-45?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	VALUATION: \$
IS THE SIGN ILLUMINATED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

BUSINESS TYPE	SIGN TYPE	SIGN DIMENSIONS
INDIVIDUAL BUSINESS	FREESTANDING MONUMENT SIGN	SIGN HEIGHT
SMALL CENTER (0-3 ACRES)	FREESTANDING PYLON SIGN	SIGN WIDTH
LARGE CENTER (3+ ACRES)	FRONT BUILDING WALL SIGN	TOTAL SQ FT
	REAR OR SIDE BUILDING WALL SIGN	SET BACK
SUPER CENTER (50+ ACRES)	BANNER	BUILDING LINEAR

PERMIT FEES (BASED ON PROJECT VALUATION)		
\$0 - \$50,000	\$160.00 FOR FIRST \$1,000 + 5.00 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEREOF	\$
\$50,001 - \$100,000	405.00 FOR FIRST \$50,000 + \$4.00 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEREOF	\$
\$100,001 - \$500,000	\$605.00 FOR FIRST \$100,000 + \$3.00 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEREOF	\$
\$500,001 +	\$1,805.00 FOR FIRST \$500,000 + \$2.00 FOR EACH ADDITIONAL \$1,000 OR FRACTION THEREOF	\$

DIGITAL PLAN REVIEW (BASED ON NUMBER OF SHEETS PER SET)			
DIGITAL PLAN REVIEW (BASED ON NUMBER OF SHEETS PER SET)	1-10 SHEETS	\$15.00	\$
	11-20 SHEETS	\$20.00	\$
	21-30 SHEETS	\$25.00	\$
	31-40 SHEETS	\$30.00	\$
	41-50 SHEETS PLUS	\$50.00	\$

SIGN PERMIT FEE	\$
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NOTE: Additional fees will be added if paper plans are submitted. Additional plan review \$250.00 per ten sheets

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law office regulating construction or the performance of construction.

<small>NAME of Property Owner or Agent:</small>	<small>SIGNATURE of Property Owner or Agent:</small>
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OFFICE USE ONLY

DATE RECEIVED		TOTAL FEE:	\$
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