



# Sign Permit Application

*For Office Use Only*

Application Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

**Please Print or Type. Only complete applications with all required documents will be accepted.**  
**Note that one application is required for EACH sign.**  
**Download application before entering information.**

Sign Address: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Parcel Number or Property ID: \_\_\_\_\_ Sign Owner: \_\_\_\_\_

Sign Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Sign Company Address/City/Zip: \_\_\_\_\_

Proposed Advertisement: \_\_\_\_\_ Elevation (select one):  North  South  East  West  
 Description of Work to be Done: \_\_\_\_\_

**Wall Sign (Building, Canopy, Awning)**

Sign Face Dimensions (width x height): \_\_\_\_\_ Total Sign Face Area of This Permit: \_\_\_\_\_  
 Building Facade Dimensions (width x height): \_\_\_\_\_ Total Area of Existing Signs on Facade: \_\_\_\_\_  
 Electric Sign:  Yes  No (If Yes, an electric permit and inspection will be required to finalize the sign permit.)

**Freestanding Sign, Roof Sign, Projecting Sign**

Sign Face Dimensions (width x height): \_\_\_\_\_ Total Sign Face Area of This Permit: \_\_\_\_\_  
 Total Height of Sign: \_\_\_\_\_ Setback (distance from sign to property line): \_\_\_\_\_  
 Clearance Above Grade: \_\_\_\_\_ Linear Feet of Street Frontage: \_\_\_\_\_  
 Number of Other Freestanding Signs on this Property: \_\_\_\_\_ Size of Each Sign Support (pole, column, etc.): \_\_\_\_\_

Is this a Pad Site:  Yes  No    Roof Sign:  Yes  No    Registered Billboard (off-premise) Sign:  Yes  No

Electric Sign:  Yes  No (If Yes, an electric permit and inspection will be required to finalize the sign permit.)  
 Does electric service to the sign require a separate electric meter?  Yes  No  Not Applicable



**Signs must maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with specifications of the National Electrical Code, local code amendments, and all other applicable laws.**

**Acknowledgment**

**Signature indicates that the property owner is aware of the application for a sign permit and that all of the above information is true and correct.** \_\_\_\_\_  
*Signature of Sign Company Representative*

**For Office Use Only**

Permit Fee: \_\_\_\_\_ Electric Permit Fee: \_\_\_\_\_ Plan Review Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
 Zoning: \_\_\_\_\_ Engineering Seal Required?  Yes  No Sign District: \_\_\_\_\_  
 Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approve  Disapprove    Zoning Review Analyst: \_\_\_\_\_ Date: \_\_\_\_\_  
 Update Submittal Date: \_\_\_\_\_  
 Approve  Disapprove    Zoning Review Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

**Please see next page for Submittal Requirements and Sign Permit Information.**

# Sign Permit Process

## Submittal Requirements

1. A completed *Sign Permit Application* – **one application for each sign**  
For legal description assistance call Travis Central Appraisal District (512) 834-9317, or Williamson County Clerk (512) 943-1515.
2. For all **Freestanding Signs, Roof Signs, and Projecting Signs**
  - a. Construction drawing of the sign bearing the seal of an architect or engineer licensed by the State of Texas verifying the structural requirements of the City of Austin Land Development Code (LDC) Section 25-10-192(A). The drawing **MUST** include:
    - 1) **Height** of sign,
    - 2) **Details & Dimensions** of all structural and nonstructural members to include sign supports,
    - 3) **Details & Dimensions** of foundations and footing members, and
    - 4) **Advertising Area** of all sign facades.
  - b. Complete site drawing **To Scale** that **MUST** include:
    - 1) **Location** of proposed sign and **Setback Distances** from sign supports to property lines fronting on a street,
    - 2) **Linear Feet** street frontage dimensions,
    - 3) **Locations** of all existing **Freestanding** signs on the same property, and
    - 4) **Locations** of ALL easements and/or utility lines within twenty feet of the proposed sign location.
3. For all **Wall and Awning\* Signs**
  - a. Construction drawing of the sign. The drawing **MUST** include:
    - 1) **Details & Dimensions** of structural and nonstructural methods of attachment or anchoring to the building, and
    - 2) **Advertising Area** of the sign.
  - b. A drawing or photograph of the building facade that **MUST** include:
    - 1) **Dimensions** of the facade, and
    - 2) **Locations** and **Sizes** of all other signs on the building.

\*Building permit for awning must be existing before issuance of awning sign
4. **Sign Review Fee** (*MUST be paid at time of submittal*)  
Wall Signs, Freestanding Signs, Roof Signs: See Commercial Review and Permit Fees at <http://www.austintexas.gov/department/fees>
5. **Sign Permit Fee** (*paid at the time of permit issuance*)  
Sign Permit, Electric Permit, Development Services Surcharge: See Commercial Review and Permit Fees at <http://www.austintexas.gov/department/fees>

## Sign Permit Information

1. Sign permits may only be issued to Outdoor Advertisers registered and insured with the City of Austin, except as noted in LDC Section 25-10-231. *Outdoor Advertising Registration Form* is available at <https://www.austintexas.gov/page/sign-permits>.
2. Electrical signs must be permitted and inspected in accordance with all applicable codes before the structural sign permit can be finalized (**electrical permits are required for connection of electrical signs**).