

152 N. Main Dr.
 PO Box 247
 Van Alstyne, TX 75495

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SIGN Permit Application

Building Permit Number: _____	Valuation: _____
Project Name: _____	Square Foot: _____
Project Address: _____	Zoning: _____
Project Description:	
New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Finishout <input type="checkbox"/> Sign <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Other <input type="checkbox"/>	
Scope of Work: _____	

Owner Information: _____			
Name: _____	Contact Person: _____		
Address: _____	Email: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____	

Engineer	Contact Person	Ph #:	Fax Number
		Email:	
Architect	Contact Person	Ph #:	Fax Number
		Email:	
General Contractor	Contact Person	Ph #:	Contractor License Number
		Email:	
Mechanical Contractor	Contact Person	Ph #:	Contractor License Number
		Email:	
Electrical Contractor	Contact Person	Ph #:	Contractor License Number
		Email:	
Plumbing Contractor	Contact Person	Ph #:	Contractor License Number
		Email:	

A permit becomes null and void if work or construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

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

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Receipt #: _____
 Issued Date: _____
 Issued By: _____
 BV Project #: _____



Commercial Signs

The term "sign" shall, in addition to its usual definition, mean any exterior structure, sign, display, light, device, figure, painting, drawing, message, plaque, poster, billboard, or other thing that is erected for the purpose of advertising or attracting attention to any business or activity and shall include exterior neon tubing, window signs and outline lighting.

All new, altered, repaired or enlarged signs require a permit:

4.1 No sign requiring a permit, as specified in Section 3, shall be altered, rebuilt, enlarged, extended, replaced or relocated, nor shall sign faces be renewed or neon tubing be rearranged when the value of such work exceeds twenty-five dollars (\$25.00), except upon the issuance of a permit, and all work under such permit shall be in conformity with the requirement of this Ordinance. Signs which have been erected in conformance with this Ordinance and with the Zoning Ordinance of the City of Van Alstyne, Texas as it currently exists or may be amended, and which have been damaged by windstorm or natural causes, may be repaired without first securing a permit.

4.2 The changing or movable parts of signs which are designed for changing, or the repainting of display matter or the repairing of damaged neon tubing while a sign is in place shall not be deemed to be alterations. Permanent changing of copy on any existing sign shall be deemed an alteration.

Reference Section 5 for Exceptions to permitting requirements.

Illuminated Signs :

6.1 All illuminated signs shall be wired in accordance with the requirements of the city electrical code.

6.2 No sign shall be illuminated to an intensity greater than 200 foot candles measured at a distance from the sign of two hundred (200) feet or the nearest residentially zoned property, whichever is closer.

Submittal Requirements:

Commercial Permit Application with an original signature must be complete and submitted with the following information:

(2) Site Plans to include:

- _____ Legal Description (lot, block, subdivision)
- _____ Property lines and lot dimensions
- _____ Proposed location of sign and all existing buildings
- _____ All streets and alleys with distance from proposed sign measured as specified in Sign Ordinance Section 50 for General Technical Requirements for Manner of Measurement
- _____ All easements and overhead utilities

(2) Sign Design and Specifications

- _____ Must include all electric devices
- _____ Reference Part II of the City Sign Ordinance for Regulations for Specific Types of Signs and Ordinance 609, amendment to Sign Ordinance.
- _____ Picture of sign with measurements shown as specified in Sign Ordinance Section 50 for General Technical Requirements for Manner of Measurement
- _____ Contractor Registration required for Sign Contractor and Sign Electrician

*Please review Van Alstyne Code of Ordinances, Chapter 32 - Signs and Other Advertising