



## BUILDING INSPECTIONS & PERMITS DEPARTMENT

114 S CENTRAL ST | FERRIS TEXAS

972-544-2110

permits@ferristexas.gov

# SIGNAGE PERMIT APPLICATION

## Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Relation to Project:      Owner      Contractor      Other:

## Jobsite Information

Owner, Tenant, or Business Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Street Address

Apartment/Unit#

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

Zoning: \_\_\_\_\_

## Project Information

### Scope of Practice:

Existing monument, pylon, or pole signs on property?      Yes      No  
Is sign illuminated:      Yes      No      Service is:      New      Existing

### Sign Type:

Wall	Monument	Pylon
Pole	Rooftop	Projecting
Banner	Menu Board	Model Home
Cold Air Inflatable	Other:	

### Sign Dimensions:

Sign Placement Area Height: \_\_\_\_\_ Sign Placement Area Width: \_\_\_\_\_

Sign Copy Height: \_\_\_\_\_ Sign Copy Width: \_\_\_\_\_

Sign Copy Sqft: \_\_\_\_\_ Sign Setback: \_\_\_\_\_

Sign Structure Overall Height: \_\_\_\_\_

# SIGNAGE PERMIT APPLICATION

## Contractor Information

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*All contractors MUST be registered with the city prior to starting work.*

### Sign Contractor

Company Name:

Main Contact Name:

Phone Number:

Email:

### Electrical Contractor (if applicable)

Company Name:

Main Contact Name:

Phone Number:

Email:

## Submittal Checklist

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*Please submit the following documents with your application*

#### Wall Signs:

Drawing showing sign placement with:

- Dimensions of sign placement area (height & width)
- Dimensions of sign (height & width)

#### Monument Signs:

Sign drawing with:

- Dimension of sign copy (height & width)
- Height of total sign
- Address placement
- Description of sign construction

Copy of site plan with:

- Placement of sign

#### Cold Air Inflatable Device:

Drawing of site plan with:

- Placement of inflatable device
- Dimension of inflatable device (height & width)

#### Ground Signs:

Sign drawing with:

- Dimension of sign copy (height and width)
- Height of total sign

Copy of site plan with:

- Placement of sign

Note: Do not fabricate and/or install any sign until an approved permit has been issued. Ground signs may not be V-shaped. Banners shall not be ground-mounted, affixed to a fence, or be double-sided; they must be securely attached to a building. Decals must be affixed to all applicable ground signs or banners.

# SIGNAGE PERMIT APPLICATION

## Permit Application Policy Acknowledgement

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*The City of Ferris Code of Ordinances, in addition to the NEC, will be applied to all construction work performed within city limits.*

- 1. Debris containment will be owned by the contractor, or the service must be arranged with Waste Management by City Contract. If you require a roll-off container, please let the building department know.*
- 2. Debris containers may not be placed on public streets or sidewalks without the written approval of the Superintendent of Public Works and the Chief of Police. In no event may it block the passage of vehicles or cause a situation that could endanger lives or property.*
- 3. Debris from the project must be contained and not left on the ground per city ordinance. Should this policy not be adhered to - the police will issue a citation if observed and without warning.*
- 4. Debris containers must be removed from the job site prior to final inspection and no later than 24 hours after the project has been completed.*
- 5. All city ordinances, adopted building codes, and OSHA safety regulations must be followed. Some violations will generate a citation issued by the Police Department.*
- 6. All required inspections must be complete to avoid post completion demolition and to inspect the work for code compliance. Inspection requests must be in writing and the Inspection Request Form can be found on our website.*

**By signing below, 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 herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.**

Signature:

Name:

Date: