



SIGN PERMIT CHECKLIST

Please note that incomplete submittals will not be accepted for review
(Revisions can't be uploaded until in "Awaiting Client Reply" and are subject to a \$25 revision fee)

1. PLEASE CHECK ALL BOXES THAT APPLY

- Attached Sign Detached Sign: Type (circle): Monument/ Highway/ Pylon/Pole Sign (legal non-conforming)
- Reface Only
- Electronic Changeable Copy (Special Exception by the BOA required prior to permit issuance, Sect. 6.411)
- Illuminated (electrical permit required)
- Name of Unified Sign Agreement, if applicable _____
- Signs 25 feet and above in height above grade: shall be designed by an engineer licensed by the State of Texas. Plans of such designs shall have affixed thereto the seal of the engineer.

2. PROVIDE WITH ALL SIGNS AS APPLICABLE

ALL SIGNS:

- When uploading documents, title the complete set of plans as Sub 1, Sub 2, etc.; once permit has been "Issued", all revisions submitted will be titled as Rev. 1, Rev. 2, etc.
- Elevations, numbered accordingly if multiple signs.
- Attached sign elevations shall include height of building from grade to top of roofline, length of wall or lease space sign is attached to, and height and length of sign.
- Calculations for each sign (existing and proposed attached signs) including total square footage of each sign and façade, length, width & height in square feet (measurements should be in feet and not inches)
- Encroachment Agreements if encroaching into any easements or Public Right of Way
- For all Design Districts, Historic Districts and Landmarks, and Form-Based Code Districts a section through the sign is required. If attached to a Historic masonry building the section should indicate and depict that the sign is attached to the building through the mortar joints.

FOR DETACHED SIGNS:

- Official/Recorded Plat (not survey) (detached signs only) **REFACING AN EXISTING SIGN DOES NOT REQUIRE A PLAT**
- Site Plan with dimensions of the sign to all property lines to locate setbacks and easements (detached signs only)

FOR ON PREMISE SIGNS:

- Number of on premise signs permitting; Existing and Proposed: _____
Identify each sign on Site Plan, ie: 1, 2, 3...for each permit if multiple signs.
- Total number of signs and the associated square footage to determine if exceeding the maximum allowed signage of 1340 sf.
- Model Homes require a Certificate of Occupancy before applying for a Sign Permit. Please provide C/O for Model Home. Contacts for ADDITIONAL information or questions
- Variance or Variance Questions: Contact Beth Knight 817-392-8190 or Beth.Knight@fortworthtexas.gov
- Historic and Design Districts will be reviewed by Sevanne Steiner. If you have questions please contact Sevanne at 817-392-8012 or Sevanne.Steiner@fortworthtexas.gov.
- Lynn Goforth Supervisor for Zoning Plans Exam 817-392-2513 or Lynn.Goforth@forworthtexas.gov. Revised 2/1/19