



Submittal Checklist for Sign Permit

Detached signs

1. 2 site plans shall be provided. A colored stake shall be driven in the center of the proposed location for the sign. The site plan shall have a scale of not less than 1 inch = 20 feet, the property lines marked, linear footage measurements, any utility easements marked and the location of the planned sign must be marked and at least two verifiable measurements from existing points to the center of the stake must be included, any other detached signs on the same platted lot must be marked and the display area measurements must be included. Describe the land on which the proposed work is to be done by address and or legal description, or similar description, that will readily identify and definitely locate the proposed sign or work.
2. Zoning designations for properties may be obtained by going to www.fortworthgov.org/planninganddevelopment, under Quick Links click on Zoning Overview.
3. 2 copies of the plat for the property shall be provided. The location of the proposed sign shall be marked and measurements from property lines must be included. Any other detached signs on the same platted lot must be marked and measurements from property lines and the proposed sign must be included. The plat shall have a scale of not less than 1 inch = 20 feet, linear frontage measurements, property lines and any utility easements marked.
4. Signs may not be erected in the 20 P.O.S.E., unless they meet the following, the sign has a clearance of 11 feet from grade to the bottom of the sign and the support for the sign is not greater than 10 inches. The P.O.S.E. measurements are 20 feet down the curb line of a driveway from the property line and 20 feet down the property line from the curb of a driveway to create a triangle. A minimum 14' clearance above areas accessible to vehicles shall be maintained unless sign is protected from physical damage.
5. On-premises detached signs erected in the "E" thru "K" districts can have one sign per platted property or more than one sign if the lot has more than 100 feet of street frontage provided that the signs are separated by at least 100 feet. The maximum allowable sign area shall be **one square foot per linear foot of street frontage**, not to exceed 672 square feet. Provided, however, when the height is increased as permitted by the next sentence, the sign area may be increased by one percent for each foot of additional height not to exceed a ten percent increase in sign area. The maximum height of a detached sign shall be limited to 25 feet; provided, however, that the height may be increased one foot for every foot that the sign is set back from all side property lines, to a maximum height of 60 feet or the permitted height of the zoning district, whichever is less.
6. Wind loads. Signs shall be designed and constructed to resist wind forces as specified in Chapter 16 of the Building Code. (basic wind speed $V_{fm} = 75$ mph, 3-second gust wind speed $V_{3S} = 90$ mph). Signs over twenty-five (25) feet 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 such engineer.
7. Signs erected in "AG" thru "D" and residential districts. On-premises signs in agricultural, community facilities, manufactured housing, and residential districts are governed by the district regulations set out in the respective district regulations in chapter 4 of the zoning code.
8. Signs erected in the "MU-1 and 2" district shall comply with the following, Pole signs are not allowed. Permitted detached signs shall be monument style and shall be limited to eight feet in height.



Attached signs.

1. A complete address and any suite number shall be furnished.
2. A building elevation shall be submitted for each sign to be permitted. Each elevation submitted shall include the height of the building from grade to the top of the roof line, the length of the wall or lease space that the sign will be attached to and the height of the sign and the length of the sign. Hand drawn elevations will be accepted but they must be clear and accurate. Any existing signs must be included in the elevation drawing and measurements given.
3. The following requirements for attached signs in the “E” thru “K” districts shall apply except for signs for large retail stores subject to section 5.133 of the zoning code.
 1. The total sign area shall cover no more than 15 percent of the total area of the wall or facade, including doors and windows, on which the signs are placed with a maximum aggregate of 500 square feet per facade. Each tenant space shall be limited to such 15-percent restriction.
 2. Signs shall not project more than three feet from the building or canopy. No sign projection shall encroach over public property except as permitted by the sign code (chapter 29 of the City Code)
 3. Signs may be installed upon the roof subject to the following conditions.
 - a. The area of the sign shall not exceed 15 percent of the area of the closest wall of the building above which the sign is placed.
 - b. The sign shall not exceed four feet above the roof or top of the parapet wall at the roof, whichever is higher.
 - c. All roof signs placed upon a building or buildings upon one platted lot shall be similar in size, shape, area, and design.
4. The following requirement for attached signs in the “MU-1 and 2” districts shall apply. The maximum aggregate area for attached signs shall be 200 square feet per façade.

Temporary Signs.

1. Temporary signs, as follows are exempt from permits:
 - a. Temporary decorative flags but they may not contain copy on them.
 - b. Temporary public interest signs, including portable signs and banners, announcing activities or other events of a public, civic, philanthropic or religious organization, subject to the following:
 - i. Signs shall be a maximum size of 60 square feet.
 - ii. Only one such sign shall be allowed per platted lot per street frontage.
 - iii. Temporary signs shall be maintained for no more than three weeks.
2. Temporary on-premises signs, including portable signs, subject to the following require a permit:
 - i. Signs shall be a maximum size of 60 square feet.
 - ii. Only one such sign shall be allowed per business, not to exceed two signs per platted lot; provided that on lots with more than 300 feet of street frontage, one sign shall be allowed per business, not to exceed three signs.
 - iii. No temporary sign shall be located within 100 feet of another temporary sign.
 - iv. Temporary signs shall be permitted for a maximum period of 60 days, and no additional



temporary sign shall be permitted on the same lot for a period of 30 days after removal of the previous sign.

3. One for sale or lease or coming soon sign 8 square feet or less in residential or 60 square feet and 8 feet in height in any other district. One construction sign 4 square feet in residential or 40 square feet and 12 feet in height in any other district. One construction sign per street will be allowed on corner or thru lots.

LED Message center signs

1. If the sign employs lights that are green, red, amber and blue or any other similar color to those used in traffic control and emergency devices and is within 1000 feet of an intersection, a 30 foot setback from the curb will be required. Also a sign may not be placed within a 100 foot radius of the intersection.
2. A sign may not have animation, may not flash the message or scroll the message. Also the message on the sign must be maintained for a minimum of 6 seconds before it changes.

General Information

1. Any sign(s) contemplated in the downtown area shall be reviewed by the Downtown Design Review Board first before submitting for a permit. A copy of the approval letter from DDRB will need to be attached with the sign permit application. DDRB may be contacted at 817-392-8000.
2. Sign permit inspection #'s for the IVR computer at 817-392-6370 are as follows:
500 ~ sign equipment and final. This inspection will be called in the day before installation. The morning of the installation between 7:30 and 8:30 a.m., call 817-392-7848 to schedule an appointment. Failure to be present for inspection or not calling in an inspection before the sign is installed will result in a red tag and refee.
505 ~ sign stakeout. This inspection will be conducted to verify information given on permit. You have the choice of being present at this inspection. This inspection can be scheduled for the next day after permit application is submitted or at a later date if any preparations on site are not ready.
510 ~ sign piers. This inspection will be conducted to verify that the foundation is the same as the engineering that was submitted. This inspection is only required for a **detached** sign that is above **25** feet in height from grade to the top of the sign.
515 ~ sign special. This inspection will be conducted to discuss or review information on site.
3. If the IVR system is not available, you may call customer service at 817-392-2222 to request an inspection between 8 a.m. to 5 p.m.
4. If neon outline lighting or exposed neon is used, the electrode connections must be installed with components that are rated for a wet exposed location that make the connection water proof.
5. Sign equipment that is called in for an inspection must be done while on the ground unless it is a remote power supply installation that will be inspected once the wiring is done.
6. LED remote wired power supply installations require that the secondary wiring include a ground wire to each individual component and the wires must be enclosed or protected going thru a wall or structure. NEC 725.
7. P.O.S.E. is the public open space easement that is created by drawing an imaginary triangle at any corner or entrance or egress of a property. The measurements are as follows: 20 feet down the curb line from the property line and 20 feet down the property line from the curb line to create a triangle.