

City of Lake Worth  
 Permit Department  
 3805 Adam Grubb  
 Lake Worth, Texas 76135  
 817-237-1211 X 112 Fax 817-237-1333



### SIGN PERMIT APPLICATION

Date:		Permit #:	
Permit Address:			
Current Legal Description:	Block/Abstract:	Lot/Tract:	Addition/Survey:

#### PROPERTY OWNER INFORMATION

First Name: or	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

#### CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

#### PERMIT INFORMATION

Property Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	Construction Value:
I have the owner's consent to perform this work? <input type="checkbox"/> YES <input type="checkbox"/> NO	Briefly describe work to be done:
What is building used for?	Will there be a change in the use of the property? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe:

#### PERMIT REQUIREMENTS

<b>The following guidelines apply for this permit:</b> 1) Applicant must provide two sets of drawings/prints to be reviewed 2) Work must be designed and performed in accordance with all Lake Worth Ordinances 3) Permit and plan review fee is based on square footage of sign(s). <i>(reinspection fees may be assessed as necessary)</i>
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This permit, once issued, expires by limitation 180 days from the date of issuance unless construction is commenced and inspection approval is obtained within 180 days of issuance. The authority having jurisdiction shall be permitted to grant an extension of the permit time period for an additional 180 days upon written documentation by the permittee of a satisfactory reason for failure to start or complete the work or activity authorized by the permit. **Only one extension will be allowed. I understand that all permits require a final inspection.**

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 other state or local law regulating construction of the performance of construction.

Applicant Signature:	Date:
Printed Name:	Application Received By:

## SIGN PERMIT SUBMITTAL REQUIREMENTS

ITEM REQUIRED	WHEN ITEM REQUIRED
<input type="checkbox"/> Site plan that illustrates (to scale): <ul style="list-style-type: none"> <li>Location of the building, structures, or property to which the sign(s) are to be attached or erected.</li> <li>Position of the sign(s) in relation to right-of ways, easements, buildings, structures, existing and/or proposed signs, etc.</li> <li>Building elevations, including height and length (<i>building signage.</i>)</li> </ul>	All types of signage.
<input type="checkbox"/> Sign drawings (to scale) that illustrate the height, length, width, and all other dimensions associated with the sign(s), including each sign's total square footage. Details on sign installation.	All types of signage.
<input type="checkbox"/> Illumination details including electrical contractor company information. ( <i>Contractor must be registered with City.</i> )	All illuminated signage.

## DETAILS OF PROPOSED SIGNAGE

**Specific Sign Type(s)** (*Check all that apply*)

<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Menu Board Sign	<input type="checkbox"/> Gasoline Pricing Sign
<input type="checkbox"/> Directional Sign	<input type="checkbox"/> Building Sign	<input type="checkbox"/> Directory Sign	<input type="checkbox"/> Subdivision Entry Sign
<input type="checkbox"/> Other: please describe			

<b>Attached Building Signage – Front Elevation</b>	<b>Attached Building Signage – Rear Elevation</b>
Storefront/Tenant area width: _____ feet Storefront/Tenant are height: _____ feet Sign area: _____ square feet Sign width: _____ feet Letter height: _____ inches; Logo height _____ inches	Storefront/Tenant area width: _____ feet Storefront/Tenant are height: _____ feet Sign area: _____ square feet Sign width: _____ feet Letter height: _____ inches; Logo height _____ inches
<b>Attached Building Signage – Side Elevation</b>	<b>Attached Building Signage – Side Elevation</b>
Storefront/Tenant area width: _____ feet Storefront/Tenant are height: _____ feet Sign area: _____ square feet Sign width: _____ feet Letter height: _____ inches; Logo height _____ inches	Storefront/Tenant area width: _____ feet Storefront/Tenant are height: _____ feet Sign area: _____ square feet Sign width: _____ feet Letter height: _____ inches; Logo height _____ inches
<b>Monument Signage</b>	<b>Pole Signage</b>
Total overall height of sign: _____ feet Height of base: _____ feet Sign Dimensions: _____ ft x _____ ft Total sign area: _____ ft x _____ ft Setback from property line: _____ feet	Total overall height of sign: _____ feet Ground Clearance: _____ feet Sign Dimensions: _____ ft x _____ ft Total sign area: _____ ft x _____ ft Setback from property line: _____ feet
Total number of signs being permitted?	Total square footage of all signage being permitted?

**OFFICE USE ONLY**

**SUBMITTAL DATE INFORMATION**

<b>1<sup>st</sup> submittal date:</b>	<b>2<sup>nd</sup> submittal date:</b>
<b>3<sup>rd</sup> submittal date:</b>	<b>submittal date:</b>

**REQUIRED APPROVAL SIGNATURES**

<b>Permit application and plans have been reviewed and are released for construction.</b>		
<b>DEPARTMENT</b>	<b>SIGNATURE</b>	<b>APPROVAL DATE</b>
<b>BUILDING DEPARTMENT</b>		

**PAYMENT INFORMATION**

<b>Permit Fee:</b>	<b>Date Paid:</b>	<b>Receipt #:</b>	
<b>Plan Review Fee:</b>			
<b>Property Zoning:</b>	<b>Ownership Verified:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Taxes Paid:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Liens Paid:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Property Platted:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Site Plan Submitted:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Permit Expiration Date:</b>	<b>Completion Date:</b>

**VARIANCE INFORMATION**  
*(Only to be completed if variance required)*

<b>Variance Case #:</b>	<b>Meeting Date:</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>
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<b>Comments/Notes:</b>
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