



SIGN PERMIT APPLICATION

CITY OF AMARILLO DEPARTMENT OF BUILDING SAFETY (806) 378-3041
 509 SE 7TH AVE. PO BOX 1971, AMARILLO, TX 79105-1971
 Fax (806) 378-3085 www.amarillo.gov

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Inspection line 806-342-1555 Automated system 24 Hours a day

I. Sign Site Information/Business owner

email address: building@amarillo.gov

Site Address			Contact person		
Directions to site (if not addressed yet):					
Name of Business			Phone	Email address	
Mailing address			Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED		
City	State	Zip Code	Building Permit Number	Project Number	

II. Contractor Information (permit applicant)

Name of Sign Contractor			Contractor License Number		Expiration Date
Address (Street no. and Name)			Insurance Carrier & policy number (or reason for exemption)		
City	State	Zip Code	Primary Telephone number	Cell Phone number	
Email address			Fax Number		
Name of Sign Electrician (if applicable):			Master License Number Expiration Date		

III. Type of Sign Check all boxes that apply:

Permanent: <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Wall sign <input type="checkbox"/> Pole <input type="checkbox"/> Pylon <input type="checkbox"/> Monument <input type="checkbox"/> Awning <input type="checkbox"/> Other:	Total cost of construction to include all fixtures and labor: \$	Total square footage of all other signs at this location:

Temporary: first date to display sign (mandatory): <input type="checkbox"/> Annual <input type="checkbox"/> Banner <input type="checkbox"/> 60 days or less <input type="checkbox"/> Other:	Is this a portable type sign?	Are there multiple businesses on the same parcel as this location?
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IV. Zoning / Sign Location

Zoning _____ Street frontage: _____ ft. 2nd Street frontage (if corner): _____ ft. Arterial Yes No
 Building frontage: _____ ft. 2nd frontage: _____ ft.
 Back of curb to property line: _____ (feet & inches)
 Setback from property line: _____ (feet & inches)
 Minimum distance from sign to back of curb: _____ (feet & inches)
 Does the sign encroach on any easements or rights of way? Yes No If yes, attach executed agreement.

V. Sign Description

Describe proposed sign: _____
 Sign Dimensions: Height: _____ Length: _____ Area: _____ square feet
 Clearance under sign: _____ (if applicable)
 Electrical required? Yes No Describe the type of lighting or effects: _____
 Is there currently electrical power at the sign location now? Yes No

VI. Applicant -- Applicant Signature

Printed name				Phone number	
Address	City	State	Zip code	Email address	
I hereby certify that the proposed work is authorized by the owner/tenant of record and that I have been authorized by the owner/tenant to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the State of Texas and the City of Amarillo. All information on this application is accurate to the best of my knowledge.					
Signature of applicant or business owner					Date

Complete Application on Back Side

VII. Documentation

Required submittal documents (2 copies of all drawings and approval forms are required):

- Drawing showing the proposed sign
- Detail drawings, showing the method of attachment of the sign to the structure or wall.
- A dimensioned footing detail drawing for all freestanding signs.
- Detailed, dimensioned site plan showing the proposed location of the sign, including dimensions from all property lines and other structures.
- **Any sign with more than a forty-foot height shall have plans sealed by an design professional licensed to practice in the State of Texas.**

If this sign requires approval due to zoning or any other ordinance, attach signed approval documents, including state permits for advertising signs. If this sign is to be placed on any government owned property, written approval, including a signed and approved site plan, is required.

After a permit is issued, construction projects require an approved set of plans must be picked up at this office and made available to the inspector at each inspection.

VIII. Instructions for Completing Application

GENERAL: No work shall be started until the City of Amarillo Department of Building Safety has issued the permit. All installations shall be in conformance with the City of Amarillo Municipal Code. **No work shall be concealed until it has been inspected and approved.** The inspection telephone number is provided on the permit form. When ready for inspection, call the Amarillo Department of Building Safety providing as much advance notice as possible. The inspection department will need the **job address** and **permit number**.

EXPIRATION OF PERMIT: Permits expire as printed on the permit form and in accordance with the City of Amarillo Municipal Code. If the permit holder and/or business owner does not comply with the appropriate conditions of the permit, the City will issue a notice of violation and a fine up to a \$2000.00 per day, per violation. Strict compliance with the Temporary Sign requirements must be followed

Space for drawing or attachment of simple plans: