



# BUILDING PERMIT (SIGN)

CITY OF AMARILLO DEPARTMENT OF BUILDING SAFETY (806) 378-3041  
 808 S BUCHANAN. PO BOX 1971, AMARILLO, TX 79105-1971  
 Fax (806) 378-3085 www.amarillo.gov  
 Inspection line 806-342-1555 Automated system 24 Hours a day  
 email address: [building@amarillo.gov](mailto:building@amarillo.gov)

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## I. Sign Site Information/Business owner

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:

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

## 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. 2<sup>nd</sup> Street frontage (if corner): \_\_\_\_\_ ft. Arterial  Yes  No  
 Building frontage: \_\_\_\_\_ ft. 2<sup>nd</sup> 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: