



Phone: (903) 677-6615
 Fax: (903) 220-0935
 Email: planning@athenstx.gov

Development Services
 501 U.S. Highway 175 West
 Athens, TX 75751

SIGN PERMIT APPLICATION

SIGN LOCATION AND OWNER INFORMATION

Property Address: _____
 Business Name: _____
 Property Owner: _____ Owner's Agent: _____
 Contact Email: _____ Contact Phone: _____

SIGN CONTRACTOR

Sign Company: _____ Contact Person: _____
 Contact Email: _____ Contact Phone: _____

SIGN TYPE AND DESCRIPTION

Write the number of signs next to the sign type:

Awning/Canopy Directional Feather Flag Promotional Wall Sign
 Banner Directory Monument Sign Shingle Sign Window Sign
 Detached/Pole Hanging Portable Other: _____

This permit is for a: <input type="checkbox"/> Sign Installation <input type="checkbox"/> Sign Alteration <input type="checkbox"/> Sign Replacement <input type="checkbox"/> Sign Relocation	Will any sign(s) be illuminated or involve the installation or repair of electrical components? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will illuminated sign(s) have variable intensity or color, animations, or changing messages? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Sign Dimensions: _____ Sign Area (sq. ft.): _____

Dollar value for the installation, alteration, replacement, and/or relocation of sign(s): \$ _____

List any other important details:

I agree to abide by all laws and ordinances governing this type of work whether specified herein or not. I acknowledge that all signs with electrical components will require a separate electrical permit with electrical work being performed by a state licensed sign electrical contractor or state licensed electrician.

I acknowledge that all of the information provided in the application is true and correct to the best of my knowledge. Furthermore, I am the legal owner of the property described in the application or, alternatively, that I am authorized to represent all of the owners of the property where the sign(s) will be removed, repaired, constructed, or altered.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By: _____	Date Approved: _____	Permit #: _____
Reason for Decline: _____			



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APPLICATION SUBMITTAL REQUIREMENTS

1. Completed Application Form
2. For TEMPORARY and PERMANENT Signs:
 - a. Site plan or survey showing the location of proposed and existing signs on the property in relation to other structures and property lines;
 - b. Dimensions and square footage of proposed sign and sign support structure;
 - c. Location of all above ground utilities
3. For PERMANENT Signs Only
 - a. Location of all underground utilities and easements
 - b. Rendering of the size, color, and messaging
4. Other information as requested by City Staff

INSPECTIONS REQUIRED

Temporary Sign:

The holder of the permit is responsible for acquiring all necessary inspections.

Sign Final

Permanent Sign:

The holder of the permit is responsible for acquiring all necessary inspections.

Footing
 Electrical
 Sign Final

TEMPORARY SIGN SITE PLAN DRAWING AND DIMENSIONS