



CITY OF SUGAR LAND
Permits & Inspections Department

SIGN PERMIT APPLICATION

\*\* PLEASE NOTE \*\*
1 USB with electronic set of plans required with submittal

APPLICATION # \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

SIGN COMPANY NAME: \_\_\_\_\_ PHONE:( ) \_\_\_\_\_

FAX:( ) \_\_\_\_\_ CELL:( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS CITY/STATE ZIP

This project \_\_\_\_ DOES or \_\_\_\_ DOES NOT lie within the authority of a HOA/POA
If it does, you must provide a copy of notification letter sent to the HOA/POA
If it does not, your signature below will certify that no HOA/POA authority exists on the property.

TYPE OF SIGN:

- Monument/Free Standing Sign (One per application)
Temporary Freestanding Type II Sign
Wall Sign(s) (Can be combined for same address)

SIGN VALUATION: \$ \_\_\_\_\_ PAY BY ESCROW ACCOUNT
(Fee Schedule: Base Permit Fee \$32.25 plus \$17.00 for first \$1,000 of sign valuation & \$8.50 for each additional \$1,000)

Wind Device/Banner(s) Permit Fee \$32.25

Description: \_\_\_\_\_
(Wind Device/Banner Permits Require: Applicants Driver License # \_\_\_\_\_ State Issued \_\_\_\_\_)

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type work will be complied with whether specified herein or not. 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 or the performance of construction.

APPLICANT SIGNATURE DATE

PRINT NAME PHONE NUMBER

FOR OFFICE USE ONLY
APPROVALS
ZONING VARIFIED BY: APPROVED FOR ISSUANCE BY:

**SIGN PERMIT QUICK CHECK**  
**(EXCLUDING BANNER SIGNS)**

**\*\* PLEASE VERIFY THE FOLLOWING ITEMS HAVE BEEN INCLUDED:**

- 1 USB WITH ELECTRONIC SET OF PLANS SUBMITTED \_\_\_\_\_
- APPLICATION CONTAINS CONTACT INFORMATION & INFORMATION PROVIDED IS LEGIBLE \_\_\_\_\_
- ALL PERMITTED SIGNS SHALL MEET THE WIND SPEED REQUIREMENT PER 2015 IBC, CHAPTER 16, OF 95MPH (110MPH 3-SECOND GUST) \_\_\_\_\_

**\*\* PLEASE PROVIDE THE FOLLOWING INFORMATION AND INDICATE MATERIAL USED ON THE PLANS:**

**WALL SIGN**

- Elevation of **building** that sign is being attached to \_\_\_\_\_
- Total height of **wall** that sign is being attached to \_\_\_\_\_
- Total height of **sign** \_\_\_\_\_
- Attachment hardware (Min 3/8"x5" non-corrosive fasteners required) per 2015 IBC
- Sign mounting detail for wall type
- Wall construction detail

**MONUMENT SIGN**

- Must complete ROW and/or Easement Encroachment (Page 3)
- Site plan of survey showing exact location of sign on property
- Image of sign with sign dimensions
- Structural drawings from a design professional detailing requirements to meet the wind speed requirement mentioned in detail above
- Structural drawings from a design professional detailing foundations, footings, piers, anchoring, fastening, etc.

**Per Sec. 4-24. - Freestanding Signs.**

- **(d) *Design and materials for Freestanding Signs.*** All Freestanding Signs must be designed and constructed to substantially appear as a solid mass, such as a cylinder, block, rectangle, or square, from ground level to the highest portion of the Sign. (commonly known or referred to as a monument-type Sign). **All Freestanding Signs must be made of masonry, metal, routed wood planks or beams, or durable plastic. The requirements of this paragraph do not apply to the temporary Freestanding Signs allowed under paragraphs (e) and (f) of this section.**

**\*\* Any submittals that do not meet all the requirements on the checklist should not be accepted. If plans are received by the DRC Coordinators with missing information they will be sent back downstairs.**

**For office use**

Processed by: \_\_\_\_\_ (Date) \_\_\_\_\_

**ROW AND/OR EASEMENT ENCROACHMENT**

The City of Sugar Land strongly discourages any permanent improvements on or in a City owned or operated ROW and/or easement.

This project \_\_\_\_ DOES or \_\_\_\_ DOES NOT lay within City owned or operated ROW and/or easement.

- **If it DOES, you must apply for a CONSENT TO ENCROACH and submit the following:**
  1. (3) copies of Encroachment Agreement/License Request Form (website listed), signed and notarized by the property owner and/or the owner of the improvements.
    - a. If the signatory is a corporation, the agreement/license must be signed by the president or vice-president of the company. If a partnership, the agreement/license must be signed by the managing partner. If the applicant is a sole proprietor, he/she signs the agreement/license. If the encroachment is owned by someone other than the property owner then the owner of the encroachment and the property owner must sign according to the section a. requirements and return them to the City's Engineering Department c/o ROW.
    - b. All signatures must be original and the document must be typed.
  2. Deed to the subject property
  3. 8½" x 11" plans clearly detailing the following:
    - a. encroachment with a legal description and survey exhibit showing its relation to the property lines
    - b. existing easements and ROW for a 300' radius
    - c. elevation
    - d. profile
  4. Certificate of General Liability Insurance
    - a. minimum of \$300,000 for residential properties
    - b. minimum of \$1,000,000 for commercial properties
    - c. City of Sugar Land required to be listed as the certificate holder
  5. If the property is owned under a company name, then a copy of the Articles of Incorporation for the company, showing the signature authority for whoever signs the agreement/license, must also be submitted.

You may contact **Clayton E. Taylor, ROW Manager at 281-275-2470** to receive a CONSENT TO ENROACH INITIATION FORM.

Your submittal for a request to encroach does not guarantee the application will be approved.

- **If it DOES NOT, your signature below will indicate that you have verified your sign location is not on a City owned or operated ROW and/or easement.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**