



CITY OF SUGAR LAND

Department of Building Safety

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, please provide a copy of the Approval letter from 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 (Can be combined for same address)
Reface
Wind Device/Banner(s)—Permit Fee \$36.75

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

SIGN VALUATION: \$ \_\_\_\_\_ PAY BY ESCROW ACCOUNT
(Fee Schedule: Base Permit Fee \$36.75 plus \$18.00 for first \$1,000 of sign valuation & \$9.25 for each additional \$1,000)

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

EMAIL

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 & APPLICATION SUBMITTED \_\_\_\_\_
- PRINTED APPLICATION \_\_\_\_\_
- 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 (image or diagram)
- Site plan or survey showing exact location of sign on property
- Total height of **wall** that sign is being attached to (ground to roof)
- Total length of **wall** that sign is being attached to (or width of frontage space if tenant)
- Total height and length of **sign** (top to bottom, and left to right lengths)
- Attachment hardware (Min 3/8"x5" non-corrosive fasteners required) per 2015 IBC
- Sign mounting detail for wall type

**MONUMENT SIGN**

- Must complete ROW and/or Easement Encroachment (Page 3)
- Site plan or 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.

**\*\*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

### Monument Signs Only

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 **Bryan Norton, Real Property Manager at 281-275-2470** to receive a CONSENT TO ENCROACH 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**

# Sign FYIs

For complete information or questions about sign policies, please read Sugar Land’s Sign Regulations—Chapter 4 of the City’s online Development Code which can be found [here](#).

## Monument Signs

From the City of Sugar Land Development Code:

### 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.**

Table 4-24.1: Requirements for Monument Signs

Requirements	Residential Zoning District	Nonresidential Zoning District	
		Frontage Not on U.S. Highway 59	Frontage on U.S. Highway 59
Maximum Effective Area (sq. ft.)	36	60	100
Maximum Height (ft.)	4	6	10
Minimum Setback (ft.) <sup>a</sup>	10	10	10
Number per feet of frontage	1/500	1 for the first 125, 1 for each additional 125	1 for the first 125, 1 for each additional 125

<sup>a</sup> Measured from the back of curb; or if no curb exists, measured from the edge of pavement.

## Commercial Wall Signs

Maximum Height—

10,000 Square Foot Building

2 inches per 1 foot of wall height, ground to roof’s edge

Less than 10,000 Square Foot Building

1½ inches per 1 foot of wall height, ground to roof’s edge

Maximum Size of all wall signs for a store is 15% of total wall area—calculated by multiplying total height ground to roof’s edge by width of wall or frontage

## Prohibited Signs

No electronic or digital signs

No billboard type signs

No signs that project above a roofline or parapet

Development Code Website: [https://library.municode.com/tx/sugar\\_land/codes/land\\_development\\_code](https://library.municode.com/tx/sugar_land/codes/land_development_code)



FOR OFFICE USE ONLY  
PAYMENT CODE:  
REG

**CITY OF SUGAR LAND**  
Department of Building Safety

**CONTRACTOR REGISTRATION**

- GENERAL   
  PLUMBING   
  MECHANICAL   
  ELECTRICAL  
 FIRE   
  IRRIGATION   
  SIGN

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

STATE LICENSE HOLDER'S NAME: \_\_\_\_\_  
(IF REQUIRED)

STATE LICENSE NO: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

DRIVER'S LICENSE NO: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_  
(STATE LICENSE HOLDER OR COMPANY OFFICIAL)

REGISTRATION FEE: \$33.50 (Electrical, Plumbing & Fire Contractors are exempt)

**\*\* REGISTRATION WILL EXPIRE ONE YEAR AFTER DATE OF ISSUANCE \*\***

**NOTE:**

1. Please complete a new form if there are any changes to the above information.
2. Revocation or Suspension of Registration
  - Repeated violations of any laws or regulations relating to any construction work (including City Ordinances, City Building Codes or any technical codes)
  - Intentional falsification of registration or permit information
3. Insurance Requirements
  - Proof of general liability insurance of at least one hundred thousand dollars (\$100,000) for any one accident and three hundred thousand dollars (\$300,000) for any one person; and property damage insurance of at least fifty thousand dollars (\$50,000) for any one accident and one thousand dollars (\$1000) for any one piece of property.

I hereby certify that I have read and examined this document and know the same to be true and correct.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT NAME (PRINT)

\_\_\_\_\_  
POSITION WITH COMPANY



# Insurance Requirements

**Sugar Land Development Code  
Chapter 7  
Article II. Buildings**

**Section 7-16. Code Amendments**

105.8. *Insurance Required.* As a condition to the issuance of the permit, the Contractor shall submit proof that the contractor has: Workers' Compensation insurance as required by law; general liability insurance of at least \$100,000 for any one accident and \$300,000 for any one person; and property damage insurance of at least \$50,000 for any one accident and \$1,000 for any one piece of property.

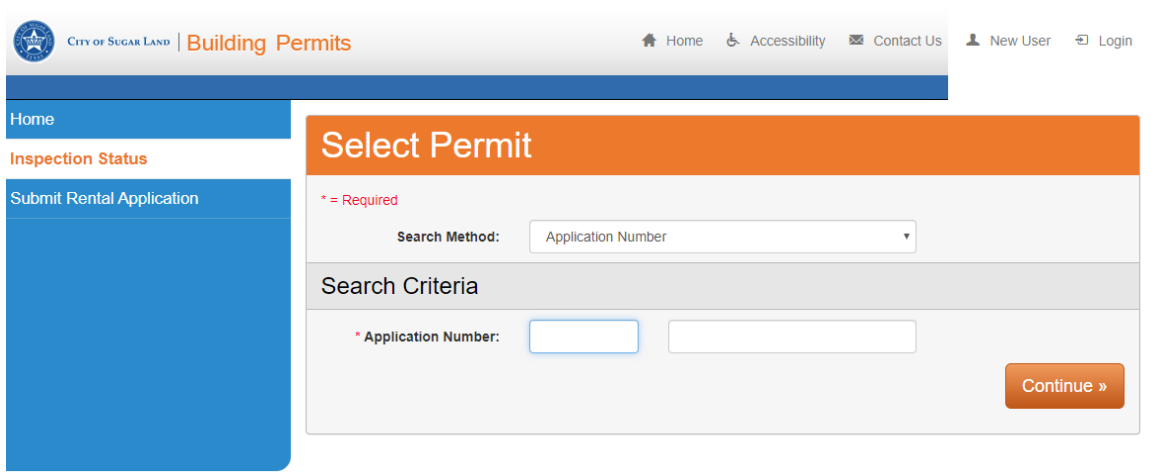
**Proof of insurance can be faxed to  
Department of Building Safety (281) 275-2271**

**TO SCHEDULE AN INSPECTION ONLINE** [www.sugarlandtx.gov](http://www.sugarlandtx.gov)

YOU WILL NEED YOUR APPLICATION NUMBER TO PROCEED

**BUSINESS** —→ **INSPECTION SCHEDULING**

Select **Online Building Permits system** and then Select **INSPECTION STATUS**



The screenshot shows the 'City of Sugar Land | Building Permits' website. The navigation bar includes 'Home', 'Accessibility', 'Contact Us', 'New User', and 'Login'. The main content area is titled 'Select Permit' and features a search form. The search method is set to 'Application Number'. The search criteria section includes a field for 'Application Number' and a 'Continue »' button. A red asterisk indicates that the application number is required.

Enter **APPLICATION NUMBER**

Select **SCHEDULE / CANCEL INSPECTIONS** in **blue** to the right of the permit type

Select **INSPECTION DESCRIPTION** (Ex: [BLDG, FINAL](#) )

Select **INSPECTION DATE** from available dates listed. Please print confirmation page & retain for your records.

**TO CHECK INSPECTION RESULTS ONLINE** [www.sugarlandtx.gov](http://www.sugarlandtx.gov)

YOU WILL NEED YOUR APPLICATION NUMBER TO PROCEED

**BUSINESS** —→ **INSPECTION SCHEDULING**

Select **Online Building Permits system** and then Select **INSPECTION STATUS**

The screenshot shows the City of Sugar Land Building Permits website. The header includes the city logo, 'CITY OF SUGAR LAND | Building Permits', and navigation links for Home, Accessibility, Contact Us, New User, and Login. A blue sidebar on the left contains links for Home, Inspection Status, and Submit Rental Application. The main content area is titled 'Select Permit' and features a search form. The form includes a 'Search Method' dropdown menu set to 'Application Number', a 'Search Criteria' section with two input fields for the application number, and a 'Continue »' button. A red asterisk indicates that the application number is a required field.

Enter **APPLICATION NUMBER**

Select **INSPECTION STATUS** from **blue** column on the left (under **PERMIT STATUS**)

Select **PERMIT TYPE** (Ex: [000/000/ELEC.00](#)) that you are checking results on

You will then be able to view Inspection Type, Scheduled Date, Status & Date Resulted

For more information (Ex: Inspector & any notes):

Select **INSPECTION TYPE** (Ex: [ELEC. COMPLETE COVER](#)) for any notes

**For more information you may call the Inspection Request Line at 281-275-2320.**





**CITY OF SUGAR LAND**  
Department of Building Safety

**CREDIT CARD AUTHORIZATION FORM**

FAX: (281) 275-2271

I authorize the City of Sugar Land to use my credit card to process the following payment:

Date: \_\_\_\_\_

**Amount:** \_\_\_\_\_

Jobsite address: \_\_\_\_\_

Application No: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Last 4 digits of Credit Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_ Card Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Credit Card:     Visa         Master Card         American Express

**\*\* Please enter Credit Card Number below \*\***

\*\*\*\*\* Cut Here\*\*\*\*\*

Card Number: \_\_\_\_\_