



Sign Permit Application

(Please Print)

Awning

Wall/Window

Roof/Canopy

Monument

Pole

Number of Signs: _____

PART 1. PROPERTY INFORMATION

****Application must be complete to avoid unnecessary delays.****

Name of Business: _____ Address: _____ Suite #: _____

Name of Applicant: _____ Phone: _____

PART 2. SIGN CONTRACTOR

Company Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

PART 3. PROPERTY OWNER

Company Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Most permit processing delays are the result of incomplete or inadequate information presented in a permit application. Please double-check this permit application prior to submittal to ensure completeness and to avoid errors.

The City of Weatherford enforces the current adopted codes:

- 2009 International Building Code
- 2008 National Electrical Code
- Weatherford Municipal Code Title XII, Section 5

PROJECT VALUATION
\$ _____

IF YOUR PERMIT PACKAGE IS NOT COMPLETE YOUR SUBMITTAL WILL NOT BE PROCESSED.

PLEASE SUBMIT PLANS IN DIGITAL PDF FORMAT INCLUDING THE FOLLOWING INFORMATION:

Place N/A on the lines that do not apply to your specific project.

NEW SIGN OR SIGN REPLACEMENT / REPAIR / FACE CHANGEOUT	
Proposed Sign(s) Dimensions	
Colored elevation drawing of the sign indicating location (w/dimensions), materials, color scheme, letter and graphics size. If the location is a multi-tenant building, include overall building dimensions and existing sign dimensions. Include any pole or monument signs that exist.	
Complete details of attachment to building or foundation design.	
Weight of wall sign (individual letters and graphics)	



Sign

Permit Application *(cont'd)*

Please use this checklist to aid in preparing a complete sign permit application package. Please check off each line as you identify that your submittal contains the required information,

A SITE PLAN SHOWING THE FOLLOWING INFORMATION IS REQUIRED	
All property lines	
All existing buildings	
Distances from proposed sign(s) to the street and property lines	
Driveway and utility locations	
ALSO INCLUDE	
Completed Contractor Acknowledgement	
Stamped structural engineering calculations and drawings (for pole signs)	
Electrical requirements of the 2008 NEC, Article 600	

Contractor Acknowledgement

MASTER SIGN ELECTRICIAN'S STATEMENT or MASTER ELECTRICIAN'S STATEMENT

I, _____, do acknowledge that I am the Master Sign Electrician or Master
Print Name

Electrician for this job and am responsible for the electrical work for signage at the above stated address. I further acknowledge that the above stated contractor will be obtaining the required electric permit for this project.

_____/_____/_____
Signature of Master Sign Electrician or Master Electrician State Electrician License # Expiration Date

Certificate of Insurance Expiration Date



THIS QUICK CHECKLIST OF ITEMS THAT MUST BE SHOWN ON PLANS FOR PERMIT IS PROVIDED FOR YOUR CONVENIENCE.

WHILE YOUR PLANS SHOULD INCLUDE THE FOLLOWING INFORMATION, IT IS NOT NECESSARY TO RETURN THE FOLLOWING TWO PAGES WITH YOUR SIGN APPLICATION

(Provide listing authority, (UL) cut sheets and one line diagram/schematic)

ALL SIGNS INSTALLED IN THE CITY OF WEATHERFORD MUST COMPLY WITH ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE

600.3 Indication that electrical signs are listed and labeled by an approved listing agency or otherwise approved by special permission.

**Special permission is explained in NEC 110.3 and NEC 110.3(b).*

“600.3 Listing. *Electric signs, section signs, and outline lighting — fixed, mobile, or portable — shall be listed and installed in conformance with that listing, unless otherwise approved by special permission.”*

600.4 Indication that sign is properly marked.

“600.4 Markings.

(A) Signs and Outline Lighting Systems. Signs and outline lighting systems shall be marked with the manufacturer’s name, trademark, or other means of identification, and input voltage and current rating.

(B) Signs with Lamp holders for Incandescent Lamps. Signs and outline lighting systems with lamp holders for incandescent lamps shall be marked to indicate the maximum allowable lamp wattage per lamp holder. The markings shall be permanently installed, in letters at least 6 mm (¼ in.) high and shall be located where visible during relamping.

(C) Section Signs. Section signs shall be marked to indicate that field-wiring and installation instructions are required.”

600.5A Indication of minimum 20 amp dedicated circuit.

“600.5 Branch Circuits.

(A) Required Branch Circuit. Each commercial building and each commercial occupancy accessible to pedestrians shall be provided with at least one outlet in an accessible location at each entrance to each tenant space for sign or outline lighting system use. The outlet(s) shall be supplied by a branch circuit rated at least 20 amperes that supplies no other load. Service hallways or corridors shall not be considered accessible to pedestrians.”

600.6 Indication of disconnects and lockout ability.

“600.6 Disconnects. *Each sign and outline lighting system, or feeder circuit or branch circuit supplying a sign or outline lighting system, shall be controlled by an externally operable switch or circuit breaker that will open all ungrounded conductors. Signs and outline lighting systems located within fountains shall have the disconnect located in accordance with 680.12.”*

“600.6(A)(1)&(2) Location of and Ability to Lockout Disconnects.

600.7 Indication of minimum grounding and bonding.

“600.7(A) Grounding.

Equipment Grounding. Signs and metal equipment of outline lighting systems shall be grounded by connection to the equipment grounding conductor of the supply branch circuit(s) or feeder using the types of equipment grounding conductors specified in 250.118.”

“600.7(B) Bonding. Minimum 14 AWG copper.

(1) Bonding of Metal Parts. Metal parts and equipment of signs and outline lighting systems shall be bonded together and to the associated transformer or power-supply equipment rounding conductor of the branch circuit or feeder supplying the sign or outline lighting system and shall meet the requirements of 250.90.”

600.9 Location. Indication of compliance if wet location.

“(D) Wet Location. Signs and outline lighting system equipment for wet location use, other than listed watertight type, shall be weatherproof and have drain holes, as necessary, in accordance with the following:

- (1) Drain holes shall not be larger than 13 mm (½ in.) or smaller than 6 mm (¼ in.).
- (2) Every low point or isolated section of the equipment shall have at least one drain hole. Drain holes shall be positioned such that there will be no external obstructions.”

Minimum Detail Example



ATTACHED SIGNS

Provide the following:

1. All sign dimensions shown.
2. Wall attachment detail.
3. Storefront elevation and length of lease space.
4. Weight of overall sign or individual channel lettering.
5. Electrically illuminated or not.

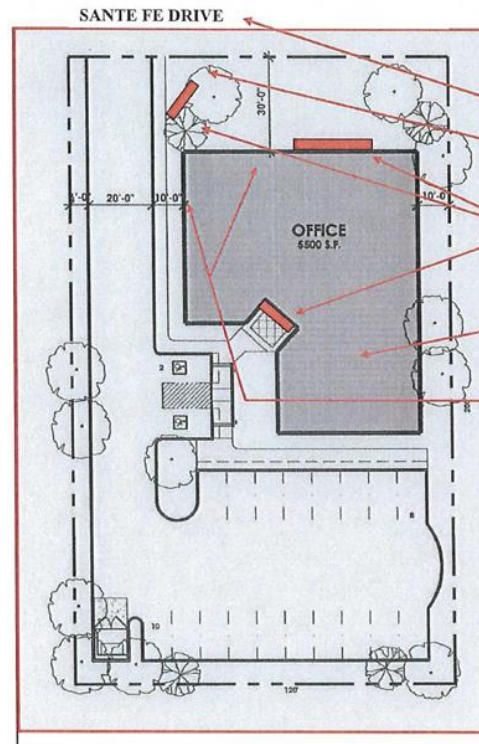
DETACHED SIGNS

Provide the following:

1. All dimensions as shown.
2. Overall height
3. Rendering of elevation
4. Foundation dimensions detail
5. Pole/sign connection detail
6. Pole material/thickness
7. Foundation attachment detail
8. Electrically illuminated or not
9. State of Texas licensed engineer's stamped calculations with engineer's signature



Minimum Site Plan Requirement Example



INFORMATION REQUIRED TO REVIEW PROPOSED SIGNAGE

- A. NAME OF STREET
- B. SETBACKS
DISTANCE FROM ALL PROPERTY LINES
- C. LOCATION OF SIGNAGE
POLE SIGNS
WALL SIGNS
MONUMENT SIGNS
OTHER SIGNS
- D. SHOW ALL STRUCTURES
- E. ANY EXISTING SIGNAGE
INDICATE BY 'E'
- F. DISTANCE TO PROPERTY FOR STRUCTURES WHERE SIGNAGE INSTALLED
- G. LABEL SIGNS A, B, C, ETC.

INFORMATION REQUIRED ON ALL EXISTING SIGNAGE

- A. HEIGHT OF EXISTING SIGNS
- B. AREA OF ALL EXISTING SIGNS
- C. COMBINED TOTAL AREA OF ALL EXISTING SIGNS