



# UNIFIED DEVELOPMENT CODE INFORMATION BULLETIN

## DO I NEED A SIGN PERMIT?

Yes	No <sup>1</sup> (must meet UDC requirements)	Prohibited signs <sup>2</sup>
Awning signs	Banner signs	Decorative flags
Canopy/fascia signs	Changing a Billboard face	Gasoline price canopy signs
Changing the face of an existing sign panel for a <b>new</b> tenant	Changing the digital message of an EMC	Light displays (including outlining windows and wall edges)
Directional signs	Changing the face of an existing sign panel for the <b>existing</b>	Portable signs (except for sandwich board and operative vehicle signs, only used for business purposes and not parked on a lot to advertise a product or service or direct public to the business)
Directory sign	Grand Opening signs	Reflective signs
Electronic Message Center (EMC)	Hanging (Under-canopy) signs	Roof signs
Ground signs	Political Signs	Reflective signs
Marquee signs	Real Estate Sign (non-residential)	Roof signs
Menu board sign	Repainting the same message on an existing sign	
Model Home Signs	Residential Front Yard Signs	
Multi-tenant ground signs	Sandwich Board signs	
Onsite Development sign (commercial/residential)	Window signs	
Pole Sign		
Projecting (blade) signs		
Temporary supergraphic wall decor		
Wall signs		

### Sign Requirements

- All sign requirements can be found in Article 7 of the Unified Development Code which can be reviewed at [www.arlingtontx.gov/udc](http://www.arlingtontx.gov/udc).

### Permitting Information

- Sign permits can be applied for:
  - Online, by registering at [www.arlingtonpermits.com](http://www.arlingtonpermits.com).
- In order to be approved for a sign permit, a business must also have:
  - A Certificate of Occupancy approved or in review
  - A Commercial Building Permit (*If applying for a new awning sign, and awning needs to be installed*)
  - An Electrical Permit (*If new wiring must be connected to light the sign (internally or externally) or for an EMC*)
- A separate permit is required for each sign.

1 Although a permit is not required, all signs must be placed, altered, or designed within the specifications of Article 7 of the Unified Development Code (UDC). Any sign that does not meet these requirements is subject to violation notices and fines. It is the duty of the property owner to complete due diligence when adding or updating any signage on their property, and to do so lawfully.

2 Prohibited signs are not allowed, cannot be permitted, and are subject to violation notices and fines by Code Enforcement. **There is no variance to allow for these types of signs.**