

# Sign Permit Process Update

December 9, 2010



# Overall Sign Permit Process

## SUBMITTAL

Applicant submits

- Sign Permit Application
- Sign Plans (electronic/paper copy)
- Pays Plan Review Fees

## REVIEW

Sign Plans reviewed by City Staff

Review Comments sent to Applicant

Necessary Modifications Subsequently Made By Applicant

Revisions submitted at One Start Center

Staff notifies Applicant to submit electronic file (TIFF or PDF) of the final approved plan

Sign Permit Application is "Approved for Issue"

Staff notifies Applicant

## PERMIT ISSUANCE

Applicant pays Sign Permit Fees

Picks up the "Issued Sign Permit" and approved set of plans  
(Note: only issued to a registered contractor)

## INSPECTION

Contractor requests required inspection

Must be done in person

Must be done in person

*Application Timeline*

# MINIMUM SUBMITTAL REQUIREMENTS FOR SIGN PERMIT APPLICATION

Updated December 31, 2009



Ground Signs  
Wall Signs  
Off-Site Signs (Bill Boards)  
Pylon (Pole) Signs  
Temporary Development Signs

	Ground Signs	Wall Signs	Off-Site Signs (Bill Boards)	Pylon (Pole) Signs	Temporary Development Signs		
Completed Application	1	1	1	1	1		1 Required
Site Plan	2		2	2	2		2 Site plans
Engineers Design & Seal			2	2			2 Required
Elevation		2					2 Elevations
Sign Details	2	2	2	2	2		2 Details
ZBA Packet for SE <sup>a</sup>			1				1 ZBA Application

**NOTE:** Effective January 1, 2010, before the permit may be issued, 1 electronic copy and 1 paper copy of approved plans must be submitted. For additional details refer to Tech Bulletin entitled "Document Management"

<sup>a</sup> Zoning Board of Adjustment application for a Special Exception

**Site Plan** = Scaled & dimensioned drawings showing property lines, easements, location of sign with respect to property lines.

**Engineers Design & Seal** = sign structure and foundation must be designed for wind speeds of 75 mph fastest wind speed and 90 mph 3 second gust wind speed.

**Elevation** = Provide scaled & dimensioned building or tenant space elevations & sign placement

**Sign Details** = Dimensioned sign details including sign materials and copy.

### General Notes:

1. All electrical sign contractors and electrical contractors must be registered with the Texas Department of Licensing and Regulation and must furnish their TDLR electrical sign contractor or TDLR electrical contractors registration number upon registration with the City of Arlington.
2. All electric sign, cold cathode, neon gas tubing, and outline gas tubing permits must be obtained by a registered electrical sign contractor or a registered electrical contractor.
3. A permit for the installation and alteration of branch circuits which serve electric signs, cold cathode, neon gas tubing, or outline gas tubing must be obtained by a registered electrical contractor.
4. All electrical signs shall be inspected while on the ground and prior to the installation of the sign face

# Submittal Requirements for all Sign Permit Applications

O'REILLY AUTO PARTS  
 INTERNALLY ILLUMINATED POLE SIGN  
 4'-1" x 8'-6" = 434.70 SQ. FT  
 20' O.A.H.



AUG 10 2007

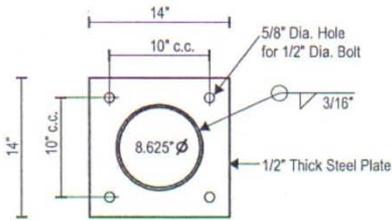
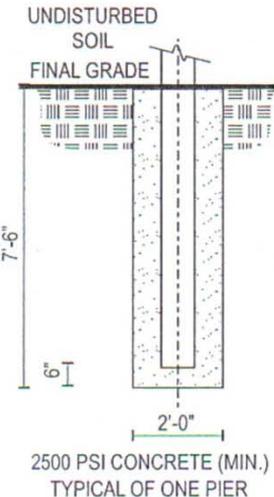
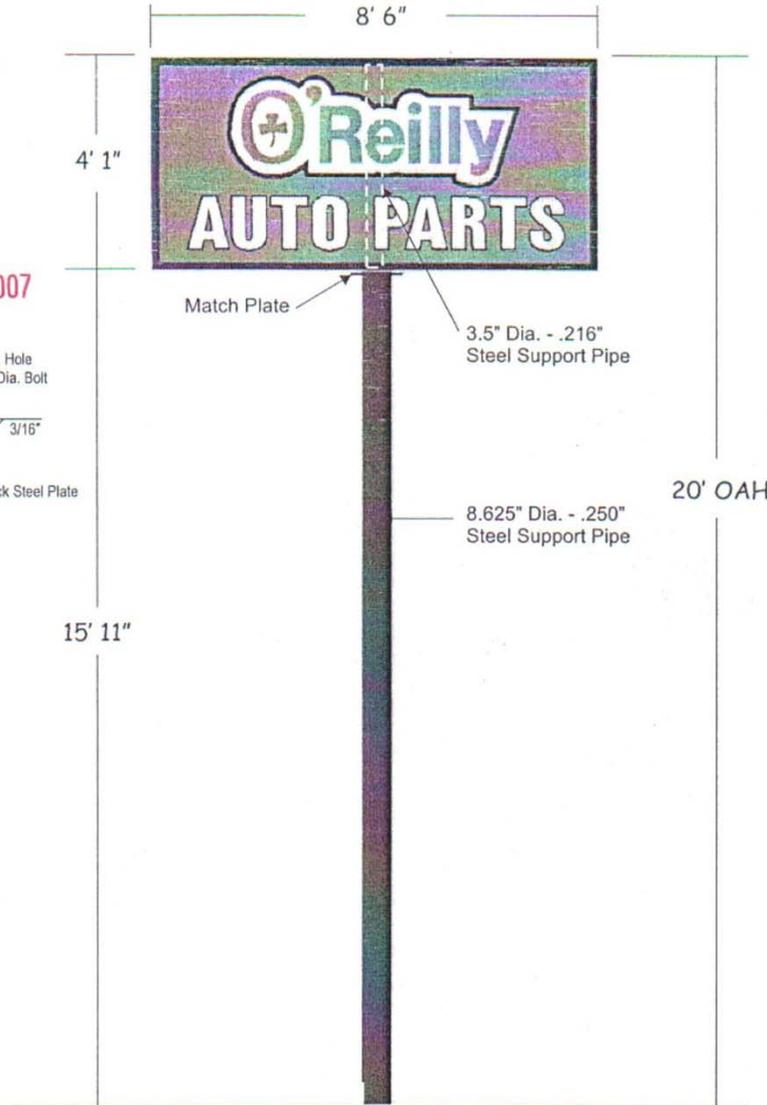


PLATE DETAIL  
 3/4"-1'-0"  
 A307 Anchor Bolts  
 A36 Steel Plate



2500 PSI CONCRETE (MIN.)  
 TYPICAL OF ONE PIER



Pay careful attention to all text boxes with light grey shaded backgrounds. These text boxes contain important engineering information.

Sheet 3 of 3  
 ME #07-10114  
 8/10/2007

The electronic seal appearing on this document was authorized by Sean M. McFarland, PE on August 10, 2007.

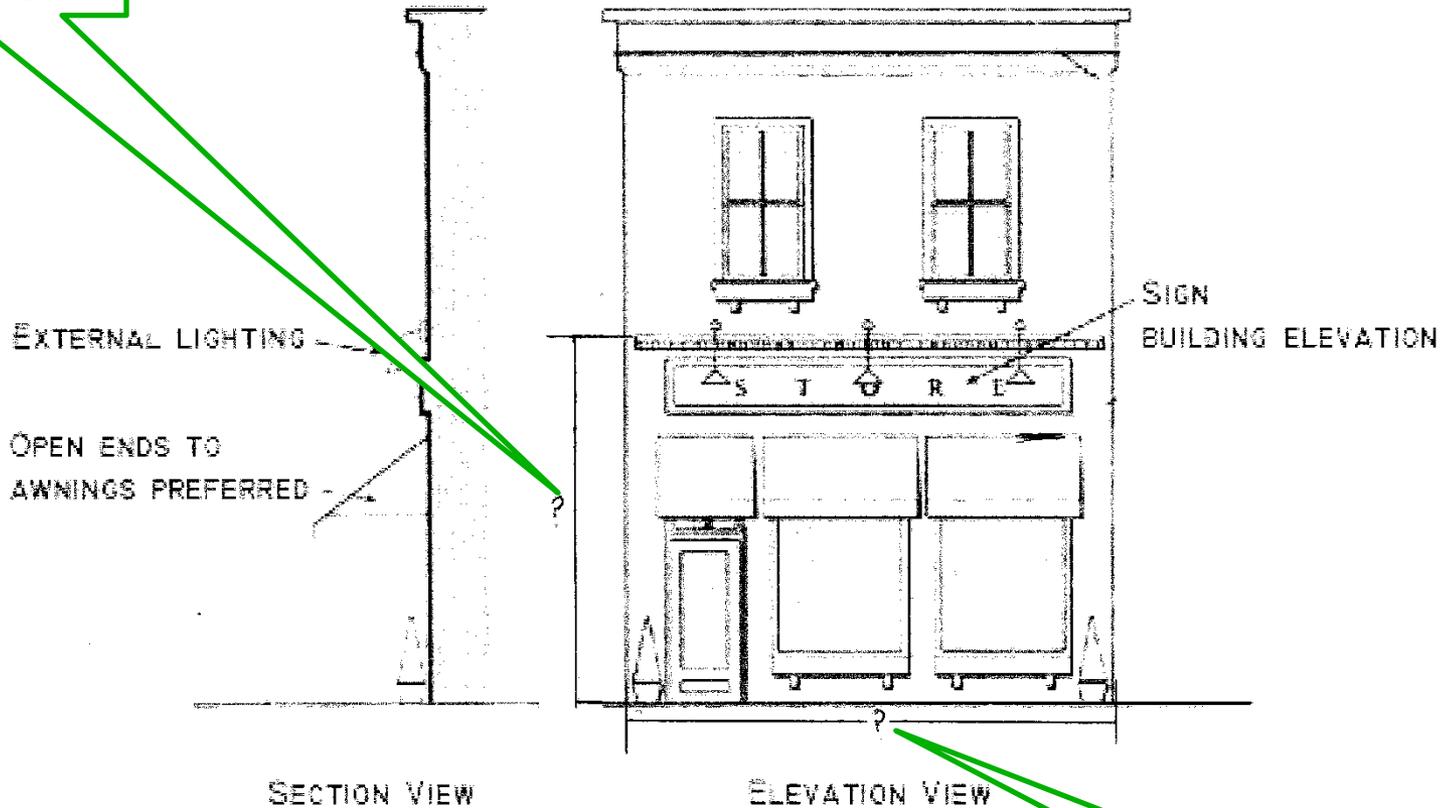
# Required information for Freestanding Signs:

- Height (OAH & cabinet height)
- Width (sign cabinet width and pole width)
- Engineered drawing for pole signs
- Copy text of the proposed sign



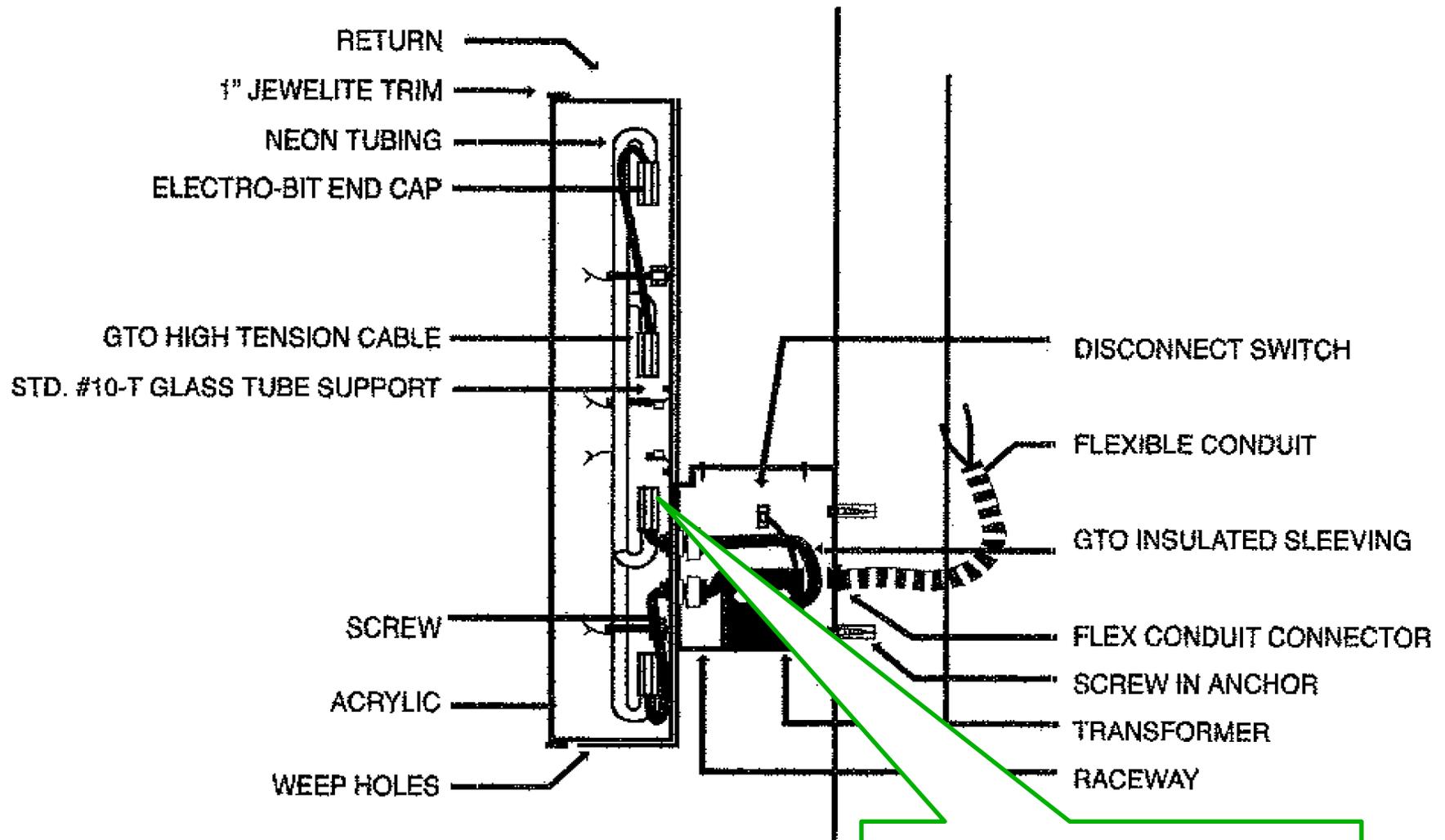
# Wall Sign Required Information

Required Measurement



Required Measurement

# Wall Sign Required Information



Cross Sectional Drawing

# Summary

- **Applications**
  - Incomplete applications will not be accepted
- **Revisions**
  - Revised Plans will only accepted through the OneStart Desk
- **Approved sign permits**
  - Pick up from the OneStart Desk
  - Must be on-site during the installation process
- **Fees**
  - If approved plans are not submitted electronically in a TIFF format a scanning fee will be charged. (0.25 per legal and letter sheet, \$1.00 for larger sheets)
- **Inspections**
  - Service Representative, 24-hour Recorder, or online at [www. ArlingtonPermits.com](http://www.ArlingtonPermits.com)

# Questions?

## For scheduling inspections:

1. 24-hour Recorder: (817) 261.8817
2. Permit Tech: (817) 277.5561
3. [www.arlingtonpermits.com](http://www.arlingtonpermits.com)
4. OneStart Desk