

**City of Kyle
 Building Inspection Department
 100 W. Center Street
 P.O. Box 40
 Kyle, Texas 78640**



**Telephone Number:
 (512) 262-3911
 Fax Number:
 (512) 262-3915**



SIGN PERMIT APPLICATION

INSTRUCTIONS TO APPLICANT: Please provide the information requested on this form. In addition, the building department must have the following items to process your permit:

1. Two (2) site plans or drawings showing the sign location and its relationship to buildings or structures, other signs, property lines and public streets; showing methods of construction, size, attachment to the building or ground, height, materials, etc.
2. Free standing signs of more than thirty-two (32) square feet and more than fifteen (15) feet in height or taller must be designed by a licensed engineer.
3. If sign is an off site advertising type sign and is adjacent to IH-35 or State Hwy. 150, a permit from the State of Texas is required. The issuance of a City permit will not be valid if state permit is not issued.
4. For illuminated signs, an electrical permit must be obtained.
5. Property owner must sign the application or submit a notarized letter of authorization.

PLEASE PRINT CLEARLY AND FILL IN ALL THAT APPLY:

I. APPLICANT AND PROPERTY INFORMATION

CONSTRUCTION ADDRESS:			
APPLICANT'S NAME:			PHONE: ()
MAILING ADDRESS:	CITY:	STATE:	ZIP:
PROPERTY OWNER'S NAME:			PHONE: ()
MAILING ADDRESS:	CITY:	STATE:	ZIP:
SIGN CONTRACTOR:			PHONE: ()
ELECTRICAL CONTRACTOR:			PHONE: ()

- II. SIGN DESCRIPTION**
- | | | | |
|----------------------------------|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> CANOPY | <input type="checkbox"/> CONSTRUCTION | <input type="checkbox"/> TEMPORARY | <input type="checkbox"/> PROJECTING |
| <input type="checkbox"/> WALL | <input type="checkbox"/> FREE-STANDING | <input type="checkbox"/> BILLBOARD | <input type="checkbox"/> MONUMENT |
| <input type="checkbox"/> MARQUEE | <input type="checkbox"/> BANNER | <input type="checkbox"/> AWNING | <input type="checkbox"/> OTHER: _____ |

III. SIGN INFORMATION

HEIGHT OF PROPOSED SIGN: _____ FT
 SIGN SIZE: _____ x _____ = _____ SQ FT
 VALUE OF SIGN: \$ _____

IV. ILLUMINATION

- NON-ILLUMINATED
 ILLUMINATED (INTERNAL)
 ILLUMINATED (EXTERNAL)

V. CONDITIONS OF PERMIT

PERMITS SHALL BECOME INVALID IF WORK IS NOT COMMENCED WITHIN SIX (6) MONTHS AFTER ISSUANCE, OR WORK AUTHORIZED BY SUCH PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS OR LONGER AFTER WORK HAS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. THE ISSUANCE OF A SIGN PERMIT NEITHER EXEMPTS NOR MODIFIES ANY COVENANTS, DEED RESTRICTIONS, CITY ORDINANCES AND/OR STATE OR FEDERAL LAWS, WHETHER HEREIN SPECIFIED OR NOT.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

