



## SIGN PERMIT APPLICATION

**ALL WORK MUST HAVE A FINAL INSPECTION**

**ANY WORK DONE IN HISTORIC DISTRICT MUST BE APPROVED BY LANDMARK COMMISSION**

**In some cases, it will require up to ten (10) days for plan review before a permit can be issued.**

**FOR OFFICE USE ONLY**

PERMIT FEE: \$ \_\_\_\_\_ PERMIT # \_\_\_\_\_

DATE: \_\_\_\_\_ ENTERED BY: \_\_\_\_\_

**VALUATION OF WORK (ENTIRE JOB INCLUDING LABOR & MATERIALS):** \$ \_\_\_\_\_

ADDRESS / LOCATION: \_\_\_\_\_ Mount Vernon, Texas

SIGN CONTRACTOR / OWNER: \_\_\_\_\_

BUSINESS NAME WHERE SIGN WILL BE LOCATED: \_\_\_\_\_

ELECTRICAL CONTRACTOR (IF APPLICABLE): \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

TYPE OF SIGN:	# OF SIGNS	AREA (SQ. FT.)	HEIGHT	SETBACK	ILLUMINATED?
WALL SIGN	_____	_____	_____	_____	YES / NO
POLE SIGN	_____	_____	_____	_____	YES / NO
MONUMENT SIGN	_____	_____	_____	_____	YES / NO
AWNING SIGN	_____	_____	_____	_____	YES / NO
CHANGEABLE COPY SIGN	_____	_____	_____	_____	YES / NO
OTHER	_____	_____	_____	_____	YES / NO

NOTICE: Plans for wall signs must show the signs affixed to the building. Wall signs may not extend past the top of the parapet wall or roof eave and may not extend more than twelve (12) inches from the wall to which the sign is affixed.

Please submit two (2) sign renderings and two (2) site plans detailing the sign location along with the permit application. Setbacks are measured from the edge of the sign to the property line not the curb!

**I HEREBY AGREE NOT TO ALTER, OR DEVIATE FROM THE CONSTRUCTION AS SHOWN HEREON WITHOUT WRITTEN APPROVAL FROM THE BUILDING INSPECTION DIVISION OF THE CITY OF MOUNT VERNON.**

*Affirmation: I certify that I will contact City Hall upon completion of work for final inspection. By signing this application you are verifying all information is correct.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*City of Mount Vernon*

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