



**SIGN PERMIT APPLICATION**  
SP - \_\_\_\_\_ - \_\_\_\_\_

(512) 398-3461 • FAX (512) 398-3833  
P.O. Box 239 • Lockhart, Texas 78644  
308 West San Antonio Street

**CONTRACTOR/OWNER**

CONTRACTOR NAME \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

DAY-TIME TELEPHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

OWNER NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

DAY-TIME TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

**PROPERTY**

ADDRESS OR GENERAL LOCATION \_\_\_\_\_

ZONING CLASSIFICATION \_\_\_\_\_ HISTORIC LANDMARK OR DISTRICT (Y/N) \_\_\_\_\_

NUMBER OF STREET FRONTAGES (Property lines abutting a public street) \_\_\_\_\_

PRINCIPAL USE OF LAND AND/OR BUILDINGS ON THE SITE \_\_\_\_\_

NAME OF BUSINESS TO OWN OR USE PROPOSED SIGN \_\_\_\_\_

**REQUESTED PERMIT**

PROPOSED CONSTRUCTION (Check all that apply) \_\_\_\_\_ ON-PREMISE \_\_\_\_\_ OFF-PREMISE

\_\_\_\_\_ NEW SIGN \_\_\_\_\_ STRUCTURAL REPAIR \_\_\_\_\_ STRUCTURAL ALTERATION/RELOCATION

TYPE OF SIGN PROPOSED (Check all that apply) \_\_\_\_\_ WALL \_\_\_\_\_ MARQUEE

\_\_\_\_\_ LOW PROFILE \_\_\_\_\_ MEDIUM PROFILE \_\_\_\_\_ HIGH PROFILE

\_\_\_\_\_ INSTITUTIONAL \_\_\_\_\_ DEVELOPMENT ENTRANCE \_\_\_\_\_ RESIDENTIAL IDENTIFICATION

## CHARACTERISTICS OF SIGN

IF ATTACHED SIGN, TOTAL AREA OF BUILDING FACADE ON WHICH LOCATED \_\_\_\_\_ SQ. FT.

IF FREESTANDING SIGN, SETBACK FROM NEAREST STREET RIGHT-OF-WAY LINE \_\_\_\_\_ FT.

HEIGHT TO TOP OF SIGN \_\_\_\_\_ FT. TOTAL SIGN FACE AREA (One side only) \_\_\_\_\_ SQ. FT.

ILLUMINATION \_\_\_\_\_ NONE \_\_\_\_\_ INTERNAL \_\_\_\_\_ REFLECTED \_\_\_\_\_ BARE BULB

## SUBMITTAL REQUIREMENTS

DRAWING, PREFERABLY SUBMITTED ON PAPER NO LARGER THAN 11" X 17", SHOWING: 1) The location of the proposed sign on the site or building, including dimensioned references to adjacent building features or nearest property line, as appropriate; 2) Dimensions of the sign and sign structure, including foundation or mounting details; 3) Material and electrical specifications; 4) Name of sign manufacturer, if applicable; and, 5) If the sign is to be freestanding and over six feet high, certification by a licensed engineer for structural compliance with the building code.

LIST OF SIGN FACE AREA OF ALL EXISTING SIGNS, IF ANY, ON THE SAME BUILDING FACADE (for attached signs) OR ALONG EACH STREET FRONTAGE OF THE PROPERTY (for freestanding signs).

COPY OF STATE PERMIT OR AUTHORIZATION IF APPLICATION IS FOR AN OFF-PREMISE SIGN.

COMPLETED APPLICATION FOR A CERTIFICATE OF ALTERATION IF SIGN IS IN HISTORIC DISTRICT OR ON HISTORIC LANDMARK PROPERTY.

PERMIT FEE OF \$10.00, PLUS \$0.25 PER EACH SQUARE FOOT OF SIGN AREA OVER 40 SQUARE FEET, (applied to only one side of double-faced signs), PAYABLE TO THE CITY OF LOCKHART WHEN THE PERMIT IS ISSUED.

I HEREBY AFFIRM THAT IF I AM NOT OWNER OF THE PROPERTY UPON WHICH THE SIGN IS TO BE LOCATED, I AM AUTHORIZED BY THE PERSON, ORGANIZATION, OR BUSINESS ENTITY OWNING THE PROPERTY TO REPRESENT THEM IN THIS APPLICATION. TO THE BEST OF MY KNOWLEDGE, THIS APPLICATION AND ASSOCIATED DOCUMENTS ARE COMPLETE AND CORRECT.

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

PRINTED OR TYPED NAME \_\_\_\_\_

**NOTE: All freestanding signs require a pre-pour foundation inspection to verify the location and reinforcement of the sign. It is the contractor's responsibility to call for the inspection.**

## OFFICE USE ONLY

APPROVED BY \_\_\_\_\_  
Planning Building Inspection

PERMIT NUMBER SP - \_\_\_\_\_ - \_\_\_\_\_ CERT. FOR ALTERATION NUMBER CFA - \_\_\_\_\_ - \_\_\_\_\_

DATE \_\_\_\_\_ FEE \_\_\_\_\_ RECEIPT # \_\_\_\_\_