



COMMERCIAL SIGN PERMIT APPLICATION DOCUMENT SUBMITTAL CHECKLIST

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|---------------------------------------|-----------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Awning <input type="checkbox"/> | Bulletin Board <input type="checkbox"/> | Canopy <input type="checkbox"/> | Changeable <input type="checkbox"/> | Message <input type="checkbox"/> |
| Development <input type="checkbox"/> | Directional <input type="checkbox"/> | Garage Sale <input type="checkbox"/> | Menu Board <input type="checkbox"/> | Monument <input type="checkbox"/> |
| Multi-Faced <input type="checkbox"/> | Pole <input type="checkbox"/> | Pylon <input type="checkbox"/> | Political <input type="checkbox"/> | Portable <input type="checkbox"/> |
| Promo/banner <input type="checkbox"/> | Projecting <input type="checkbox"/> | Roof <input type="checkbox"/> | Searchlight <input type="checkbox"/> | Subdivision <input type="checkbox"/> |
| Under Awning <input type="checkbox"/> | Box/Wall <input type="checkbox"/> | Window <input type="checkbox"/> | Video <input type="checkbox"/> | Electronic <input type="checkbox"/> |

Prohibited: Billboards & Offsite signage

Temporary signage: Allowed for 30 days (2) times per year.

Number of signs: _____

Applicant/Sign Contractor: _____ Date: _____

Address (Location of Project): _____

Name of Project (Business): _____ Contact Phone # _____

Email Address: _____ Contact FAX # _____

Please use this checklist to aid in preparing a complete sign permit application package. Most permit processing delays are the result of incomplete or inadequate permit submittal information. Please check off each line as you identify that your submittal contains the required information, place N/A on the lines that do not apply to your specific project, and then submit this checklist/application.

The City of Weatherford has currently adopted the following Codes:

- 2009 International Building Code
- 2008 National Electrical Code
- Weatherford Municipal Code Title XII, Section 5

SIGN PERMIT (FEES PER SIGN):	
Temporary Signs	= \$50.00
Electrical Sign (add)	= \$50.00
Permanent Signs =	
0 - 100sq. ft.	= \$ 50.00
101 - 200 sq. ft.	= \$100.00
➤ 200 sq. ft.	= \$150.00

IF YOUR PERMIT PACKAGE IS NOT COMPLETE YOUR SUBMITTAL WILL NOT BE ACCEPTED.

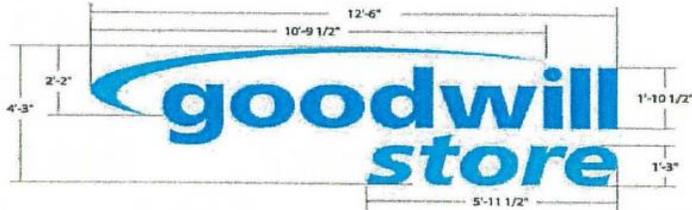
PLEASE SUBMIT THE FOLLOWING:

	Office ✓	Applicant ✓	
			NEW SIGN OR SIGN REPLACEMENT/REPAIR/LEXAN REPLACEMENT
1			Project Information Sheet
2			Two (2) complete sets of scaled drawings/details including: <ul style="list-style-type: none"> a. Proposed sign height (s) b. A colored elevation drawing of the sign indicating size, materials, color scheme, letter and graphics size. c. Complete details of attachment to building or foundation design d. Weight of wall sign (individual letters & graphics)
3			Two (2) copies of scaled site plan showing: (See example) <ul style="list-style-type: none"> a. All property lines b. All existing buildings c. Dimensions from proposed sign(s) to the street and to property lines d. Driveway and utility locations
4			One (1) copy of Contractor Acknowledgement Form
5			Two (2) copies stamped structural engineering calculations & drawings (if it is a pole sign)
6			Electrical Requirements of the 2008 NEC Article 600



10/15/2018

PROPOSED SIGN AND LOCATION



WALL SIGNS

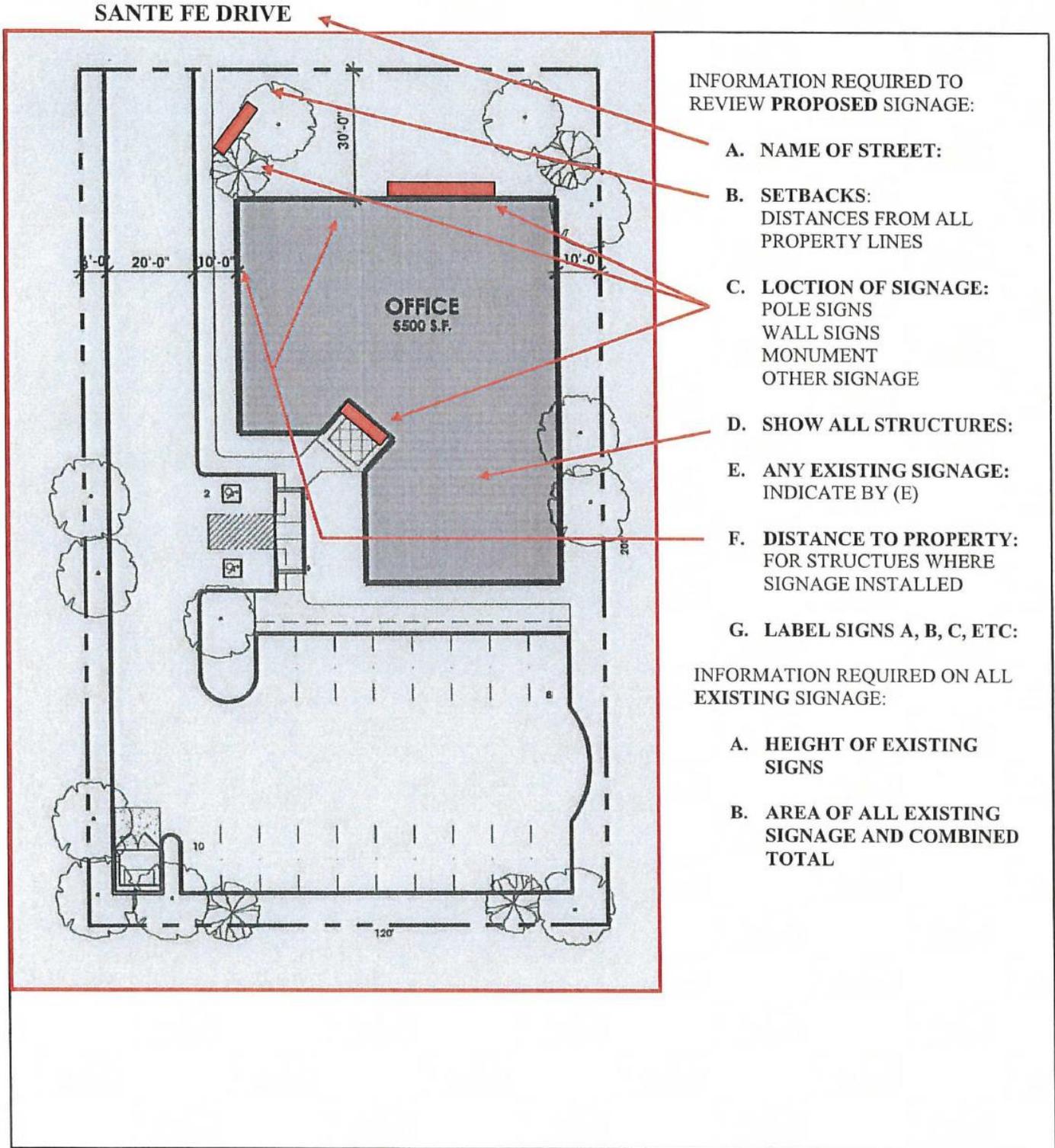
Provide the following:

1. All individual dimensions as shown
2. Wall attachment fastening detail
3. Storefront elevation and width of leased space.
4. Weight of overall sign or individual channel lettering
5. Electrically illuminated or not

POLE OR PYLON SIGNS

Provide the following:

1. All individual dimensions as shown
2. Overall height
3. Rendering of elevation
4. Foundation dimensions detail
5. Pole/sign connection detail
6. Pole material/thickness
7. Foundation attachment detail
8. Electrically illuminated or not
9. State of Texas licensed engineer's stamped calculations stamped and signed





SIGN PERMIT APPLICATION

CONTRACTOR ACKNOWLEDGEMENT

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ONLY license holder should sign this form.
Valid State License or COI (Certificate of Insurance) is required by State Law or the permit cannot be issued.

Sign Location Address: _____

Sign Contractor: _____ License Number: _____

MASTER ELECTRICIAN'S STATEMENT

I, _____, do acknowledge that **I will be doing the electrical work**
Print Name

for the signage at the above stated address. I further acknowledge that the above stated contractor will be obtaining the required electric permit for this project.

_____/_____/_____
Signature of Master Electrician State License Number Expiration Date

Certificate of Insurance Expiration Date

Company name

Address City Zip

Phone Number

Date

(All of Article 600 applies)

QUICK CHECKLIST OF ITEMS THAT MUST BE SHOWN ON PLANS FOR PERMIT
(Provide listing authority, (UL) cut sheets and one line diagram/schematic)

- 600.3** Indication that electrical signs are listed and labeled by an approved listing agency or otherwise approved by special permission.
**Special permission is explained in NEC 110.3 and NEC 110.3(b).*
"600.3 Listing. Electric signs, section signs, and outline lighting — fixed, mobile, or portable — shall be listed and installed in conformance with that listing, unless otherwise approved by special permission."
- 600.4** Indication that sign is properly marked.
"600.4 Markings.
(A) *Signs and Outline Lighting Systems.* Signs and outline lighting systems shall be marked with the manufacturer's name, trademark, or other means of identification; and input voltage and current rating.
(B) *Signs with Lampholders for Incandescent Lamps.* Signs and outline lighting systems with lampholders for incandescent lamps shall be marked to indicate the maximum allowable lamp wattage per lampholder. The markings shall be permanently installed, in letters at least 6 mm (¼ in.) high, and shall be located where visible during relamping.
(C) *Section Signs.* Section signs shall be marked to indicate that field-wiring and installation instructions are required."
- 600.5A** Indication of minimum 20 amp dedicated circuit.
"600.5 Branch Circuits.
(A) *Required Branch Circuit.* Each commercial building and each commercial occupancy accessible to pedestrians shall be provided with at least one outlet in an accessible location at each entrance to each tenant space for sign or outline lighting system use. The outlet(s) shall be supplied by a branch circuit rated at least 20 amperes that supplies no other load. Service hallways or corridors shall not be considered accessible to pedestrians."
- 600.6** Indication of disconnects and lockout ability.
"600.6 Disconnects. Each sign and outline lighting system, or feeder circuit or branch circuit supplying a sign or outline lighting system, shall be controlled by an externally operable switch or circuit breaker that will open all ungrounded conductors. Signs and outline lighting systems located within fountains shall have the disconnect located in accordance with 680.12."
"600.6(A)(1)&(2) Location of and Ability to Lockout Disconnects.
- 600.7** Indication of minimum grounding and bonding.
"600.7(A) Grounding.
Equipment Grounding. Signs and metal equipment of outline lighting systems shall be grounded by connection to the equipment grounding conductor of the supply branch circuit(s) or feeder using the types of equipment grounding conductors specified in 250.118."
"600.7(B) Bonding. Minimum 14 AWG copper.
(1) *Bonding of Metal Parts.* Metal parts and equipment of signs and outline lighting systems shall be bonded together and to the associated transformer or power-supply equipment grounding conductor of the branch circuit or feeder supplying the sign or outline lighting system and shall meet the requirements of 250.90."
- 600.9** Location. Indication of compliance if wet location.
(D) *Wet Location.* Signs and outline lighting system equipment for wet location use, other than listed watertight type, shall be weatherproof and have drain holes, as necessary, in accordance with the following:
(1) Drain holes shall not be larger than 13 mm (½ in.) or smaller than 6 mm (¼ in.).
(2) Every low point or isolated section of the equipment shall have at least one drain hole.
(3) Drain holes shall be positioned such that there will be no external obstructions."