



Planning and Development Division
3015 Market, Galveston, TX 77550

SIGN PERMIT APPLICATION

DEVELOPMENT SERVICES DEPARTMENT

409/797-3660

planning@galvestonTX.gov
www.galvestonTX.gov

I. PROPERTY INFORMATION

Street Address/Location, or

Legal Description (Lot Number, Block Number, Subdivision)

II. APPLICANT INFORMATION

Property Owner Name

Telephone

Mailing Address

E-mail Address

Applicant/Representative Name

Telephone

Mailing Address

E-mail Address

III. NEW SIGN DESCRIPTION – Please note all signs are under separate permit. Only one sign per application.

Sign Type:

- Detached (Pole/Monument/Pylon)
- Directional (off-site)
- Flat/Wall
- Marquee
- Projecting
- Subdivision
- Temporary
- Under-Canopy
- Other (specify): _____

Sign Measurements:

Width: _____
Height: _____
Area: _____

Illumination:

- External
- Internal
- Non-Illuminated

Total Sign Height: _____
(Including base materials)

For Projecting and Under-Canopy Signs, Distance from Sidewalk to Bottom of Sign: _____
(Minimum distance is 7.5 feet)

IV. SIGN DESIGN (Wording, Logo Placement, Etc. If necessary, please attach additional sheets)

V. JOB VALUE

What is the value of the sign, including installation costs? \$_____ (Staff reserves the right to request invoices, bids, etc.)

VI. EXISTING SIGN INFORMATION

Supply information on *all signs existing* on the property/business below. If none exist, leave blank and initial: _____

Sign Information	Sign #1	Sign #2	Sign #3	Sign #4	Sign #5
Type Detached, Flat, Projecting, Roof, Other					
Width					
Height					
Max. Height					
# of Faces					

VII. ACKNOWLEDGEMENTS

I hereby certify that the above information is true and correct, and further that the permission of the owner and authorized lessee (if any) of the premises has been obtained for the subject sign. Additionally, the sign does not violate any applicable deed restrictions or other restrictions on the premises. Having read the restrictions and requirements of the Article 5 of the Land Development Regulations, the sign is being erected and maintained in compliance with the ordinance

Please read and initial below:

- _____ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.
- _____ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications.
- _____ I understand that if the sign is for a new business that a Certificate of Occupancy or a Certificate of Zoning Compliance will be required.
- _____ I understand that if any electrical work is to be performed, then a separate electrical permit is required.
- _____ I understand that if any portion of the parking lane, sidewalk area, or City right-of-way will be blocked during the installation of the sign, that a temporary license to use the City right-of-way is required.
- _____ I understand that **FOR SIGNS THAT OVERHANG THE CITY RIGHT-OF-WAY, THE APPLICANT AND PROPERTY OWNER UNDERTAKE AND PROMISE TO HOLD THE CITY OF GALVESTON HARMLESS AND TO INDEMNIFY AND DEFEND IT AGAINST ALL SUITS, JUDGMENTS, COSTS, EXPENSES AND DAMAGES THAT MAY ARISE OR GROW OUT OF THE USE OR GRANT OF THE LICENSE TO USE CITY RIGHT-OF-WAY UNDER THIS AGREEMENT, REGARDLESS OF FAULT.**

Signature of Applicant

Date

Signature of Property Owner

Date

VIII. APPLICANT CHECKLIST

- Sign Design** – Illustrating proposed sign including dimensions.
- Materials List** – Please provide a complete list of the proposed materials to be used
- Site Plan** – Site Plan must include the location of the sign and the following:
 - Scale, North Arrow, Legal Descriptions, Street Address, Dimensions
 - Location and dimension of the lot(s) and adjacent lots that may be impacted
 - Footprint of all existing and proposed structures, with dimensions
- Foundation Plan** – Required for detached signs. Must have an engineer’s stamp.
- Signs in Historic Districts** – Please provide the following:
 - Photographs of proposed sign location
- Title Report**– if property was purchased within the last 60 days.
- Permit Fee**– The applicant will be contacted to pay the fee when the permit is ready to be issued. Typical fee is \$150.00.