CITY OF EL LAGO

Office (281) 326-1951 | 98 Lakeshore Drive | Office Hours
Fax (281) 326-0165 | El Lago, Texas 77586 | 9:00 am– 4:00pm

SIGN INSTALLATION PERMIT APPLICATION

THIS IS NOT AN OPERATING PERMIT
APPLICATION SUBMITTAL DOES NOT CONSTITUTE APPROVAL OF PROJECT

CONTACT INFORMATION

Applicant Name: _____ **Date:** _____

Business Name: _____

Business Owner Information	**Property Owner Information**
Name _____	Name _____
Address _____	Address _____
_____	_____
Phone # _____	Phone # _____

Sign Contractor: _____ **Phone #** _____

TYPE OF SIGN (***One application must be submitted per TYPE of sign)***
IMPORTANT – All sign permit applications must include 2 sets of drawings

_____ **Wall Sign - Electrical:** _____ **YES** _____ **NO**

1. Site plan showing all existing building footprints and parking lots.
2. Elevation drawing showing wall, roofline, sign detail and location.

_____ **Pylon or Monument Signs – signs – provide:**

1. Site plan drawn to scale showing ***all*** the following;
   - All property lines
   - All existing building footprint and parking lots
   - All right-of way frontage
   - Location of all existing freestanding signs and distance between existing and proposed
   - Location of proposed sign
2. Structural design of sign in compliance with City Building Code (new structure only).
3. Electrical design criteria in compliance with City Electrical code (if electrical included).
4. Drawing of sign with dimensions in elevation view:
5. Landscaping around sign per City Ordinance in elevation and plan views.

_____ **Temporary Sign (Banner)**

1. Size: Height:_____ Width: _____ Sq. Ft. _____ ***SIZE CAN NOT EXCEED 32 SQ. FEET***
2. Message: _____
3. Beginning Date: _____ ***Limited to 14 days only and once every quarter.***

I hereby certify that the above information is true and correct and further that the sign is being erected and/or maintained at the above location with the permission of the owner and authorized lessee (if any) of the premises; that the sign does not violate any applicable deed restrictions or other restrictions on the premises; and having read the restrictions and requirements of the City's Sign Ordinance, that the sign being erected or maintained is in compliance with the Sign Ordinance of the City of El Lago and all other applicable laws.

**********MANDATORY – No permit shall be issued without the following signatures**********

_____	_____	_____
Owner's Signature	**Property Owner's Signature**	**Sign Contractor's Signature**

_____ (Initial Agreement) **Contractor MUST CALL for an inspection PRIOR to sign being installed.**
_____ (Initial Agreement) **Contractor MUST CALL for a FINAL inspection AFTER the sign is installed**

FOR BUILDING INSPECTOR'S USE ONLY

Date Application Received ____/____/____ Application Received by _____

Permit Granted _____ Permit No _____ _____ _____

ACTION TAKEN **DATE** Building Official Signature **INITIALS**

Permit Denied _____

Explanation _____