



Public Works Department
Community Development

BUILDING-SIGN PERMIT APPLICATION

PROJECT	
PERMIT NUMBER	
ADDRESS	
OCCUPANCY TYPE <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NEW INSTALLATION <input type="checkbox"/> REPAIR <input type="checkbox"/> ALTERATION <input type="checkbox"/> ADDITION	
VALUATION OF PROJECT \$	
DESCRIPTION OF WORK	
CONTRACTOR	
COMPANY NAME	CONTRACTOR REGISTRATION NUMBER
COMPANY ADDRESS	
PHONE NUMBER	EMAIL
STATE LICENSE HOLDER	
FIRST NAME	LAST NAME
LICENSE NUMBER	
PROPERTY OWNER	
FIRST NAME	LAST NAME
MAILING ADDRESS	
PHONE NUMBER	EMAIL

OFFICIAL USE ONLY	
RECEIVED BY	TIME STAMP
NO EXCEPTIONS TAKEN	DATE

DEFINITIONS	
SITE LOCATION TYPE <input type="checkbox"/> SINGLE FAMILY RESIDENTIAL <input type="checkbox"/> RESIDENTIAL IMPACT <input type="checkbox"/> OTHER	
SIGN LOCATION <input type="checkbox"/> GROUND <input type="checkbox"/> BUILDING MOUNTED <input type="checkbox"/> CANOPY MOUNTED <input type="checkbox"/> TEMPORARY <input type="checkbox"/> HIGH CLEARANCE BANNER	
SIGN TYPE <input type="checkbox"/> FIXED <input type="checkbox"/> NON-FIXED <input type="checkbox"/> SEMI-FIXED <input type="checkbox"/> BANNER	
SIGN FACE, PER FACE (DISPLAY AREA) _____ WIDTH X _____ HEIGHT = _____ SQ FT	
NUMBER OF FACES _____ 1 _____ 2	
RELEVANT FACADE AREA _____ (THE BUILDING, OR CANOPY SIGN SHALL BE MOUNTED HERE)	
MAXIMUM SIGN FACE (DISPLAY AREA) ALLOWED (PER TABLE 3-2):	
SINGLE OCCUPANT BUILDING <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT SURVEY PROVIDED <input type="checkbox"/> YES <input type="checkbox"/> NO
MULTI-TENANT BUILDING <input type="checkbox"/> YES <input type="checkbox"/> NO	SF ENTIRE SITE
CURRENT NUMBER OF SIGNS GROUND _____ BUILDING CANOPY _____	HEIGHT ABOVE GROUND

BUILDING-SIGN PERMIT APPLICATION TREE DISPOSITION

CHAPTER 82, SECTION 82-3

NOTES

- Separate permit is required.
- A complete copy of Chapter 82 is available in the Permit Office

(c) Procedure.

The building official shall not issue any permit for any development or predevelopment activity unless all of the following have first occurred:

- (1) Tree survey. The applicant must have filed a tree survey, and the urban forester must have approved it for compliance with this chapter.
- (2) Tree disposition conditions. Tree disposition conditions approved by the urban forester must have been inserted into the permit. The urban forester may require all persons owning land where a tree is located to agree to any removal of or damage to the tree authorized by the conditions.
- (d) "Low-impact" exception. Except for the requirement to insert the mandatory conditions, this section does not apply to a subject site, project or other activity that will not have any significant, adverse effect upon any large tree, as determined by the urban forester.

ACKNOWLEDGMENT

I hereby certify I have read and examined this document and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. I further understand that plans submitted for approval will be subjected to a comprehensive check against municipal ordinance and building code. Any set of plans that must be returned for modifications or corrections in order to come into compliance with ordinance or code will be subject to rechecking in order of submittal. Under no circumstances will paid fees be refunded or transferred. Applications and plans will be held for 180 days. After 180 days this application and plans will be disposed of unless a valid building permit is issued. SEPARATE PERMIT REQUIRED: Fence, Pool/Spa, Flatwork, Irrigation, Drainage (below grade), pavers, MEP's.

SIGNATURE OF CONTRACTOR

DATE

PRINT NAME

NEW SIGN/SIGN FACE

QTY	ITEMS	AMOUNT	TOTAL
	Sign Face Sq. Ft.	\$1.25	\$
	Number of Faces	X	
1	Subtotal	\$25.00 Min.	\$
	Premature Work Charge	100% of Permit	
1	Application Fee	\$100.00	\$100.00

*See back for local amendments and code requirements.

TOTAL SIGN PERMIT FEE

MINIMUM FEE = \$25.00 + \$100.00 APPLICATION FEE

\$

*SIGN OPERATING FEE

QTY	ITEMS	AMOUNT	TOTAL
	Sign Face Sq. Ft.	\$0.50	\$
	Number of Faces	X	
1	Subtotal	\$10.00 Min.	\$
1	Application Fee	\$100.00	\$100.00

*2 years included for New Signs, biennial thereafter

TOTAL SIGN OPERATING FEE

MINIMUM FEE = \$25.00 + \$50.00 APPLICATION FEE

\$

CALCULATED BY

I hereby certify that I have read and examined this document and know the same to be true and correct. In addition I hereby stipulate that I am the person legally responsible for compliance with provisions of all laws and ordinances (whether specified herein or not) governing this project to completion and a certification of occupancy being issued.

SIGNATURE OF STAFF

DATE

PRINT NAME

TABLE 3-1 SIGN SIZES, NUMBERS

General Rule: On a site outside a street area, any sign exceeding any applicable regulation (prescribed below) is prohibited, and all non-specified types of signs are prohibited. Exceptions/Special Rules: (1) See special rules noted in table. (2) See remainder of this Chapter.

SIGN TYPE / REGULATION	APPLICABLE TO SITES USED FOR SFR PURPOSES	APPLICABLE TO RESIDENTIAL IMPACT SITES	APPLICABLE TO ALL OTHER SITES
FIXED			
Maximum number per site, all signs	Zero 1	Two plus one per retail unit 1	Three plus three per retail unit 1
Maximum number, ground signs	Zero 1	One per principal building. 1	One per principal building for each abutting street 1
Maximum DA, ground signs	Zero 1	Depends upon location; see Section 3.207.	
Maximum number and DA, canopy and building-mounted signs	Zero 1	Depends upon the size of relevant facade area; see Table 3-2.	
Maximum total DA, entire site	Zero 1	1% of the site's area (total per site) 1	3% of the site's area (total per site) 1
SEMI-FIXED			
Maximum number per site	Two, if the site is unoccupied; otherwise no limit 1 1	One 12	One 12
Maximum DA	5 sq. ft. per face, 10 sq. ft. per sign, 32 sq. ft. total (all signs on the site)	6 sq. ft. per face, 12 sq. ft per site 2	8 sq. ft. per face, 16 sq. ft per site 2
NON-FIXED			
Maximum number per site	Zero, if the site is unoccupied, otherwise no limit 13	One, if temporary. 123	One, if temporary. 123
Maximum DA	5 sq. ft. per face, 10 sq. ft. per sign, 32 sq. ft. total (all signs on the site) 3	12 sq. ft. per face, 1.5% of the site area (total, all faces) 23	32 sq. ft. per face, 2.5% of the site area (total, all faces) 23
NOTES			
<p>1. Flags. On sites actually occupied and used for SFR purposes, an unlimited number of flags may be displayed. On other building sites, one flag may be displayed per 50 feet of street line, in addition to other signs allowed by this chapter.</p> <p>2. Festival Permit. During the term of a special festival permit issued by the building official, the maximum number of semi-fixed and non-fixed signs, together, is ten per acre of the festival site. The festival site may be one or more contiguous tracts aggregating at least 0.75 acre. The display area of festival signs is not limited. No more than one festival permit may be issued for any given place in any 365-day period, and the maximum term of a permit is 10 days.</p> <p>3. Banners. In addition to the signs allowed by this Table, banners may be displayed if they meet all the following restrictions:</p> <ul style="list-style-type: none"> (1) The maximum number is two per site at any given time, (2) The maximum display area is 32 sq. ft. per site, for all banners, at any given time, (3) No individual banner may be displayed more than two times during any 365-day period nor more than 14 days at a time, (4) On any given site, a banner may be displayed no more than 14 days out of any 60 day period, and (5) No banners are allowed on unoccupied sites. 			



City of
West University
Place

Public Works Department
Community Development

TABLE 3-2 NUMBER AND DISPLAY AREA, BUILDING AND CANOPY-MOUNTED SIGNS

General Rule: For each building, the maximum display area and number of all building-mounted and canopy-mounted signs is determined by the relevant facade area. Any sign exceeding such a limit is prohibited, and all non-specified types of signs are prohibited. Exceptions/Special Rules: (1) See special rules noted in table. (2) See remainder of this Chapter.

SIZE OF RELEVANT FACADE AREA (RFA), PER SEPARATE PREMISES	MAXIMUM DISPLAY AREA OF BUILDING MOUNTED AND CANOPY- MOUNTED SIGNS, PER SEPARATE PREMISES	MAXIMUM NUMBER OF BUILDING- MOUNT- ED AND CANOPY-MOUNTED SIGNS, PER SEPARATE PREMISES
Less than 100 sq. ft.	26 sq. ft.	Two
100 to 199 sq. ft.	26 sq. ft. plus 11% of RFA over 100 sq. ft.	
200 to 499 sq. ft.	38 sq. ft. plus 12% of RFA over 200 sq. ft.	
500-999 sq. ft.	75 sq. ft. plus 11% of RFA over 500 sq. ft.	
1,000 to 1,499 sq. ft.	131 sq. ft. plus 7.5% of RFA over 1,000 sq. ft.	Three
1,500 to 2,999 sq. ft.	169 sq. ft. plus 2.5% of RFA over 1,500 sq. ft.	
3,000 sq. ft. or more	206 sq. ft. plus 1.5% of RFA over 3,000 sq. ft.	Four 1

NOTES

1 Single-occupant premises with RFA's larger than 3,000 sq. ft., and having separate departments, each with a separate exterior entrance, may have one building-mounted sign or canopy-mounted sign per department.