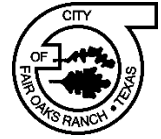




CITY OF FAIR OAKS RANCH
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015
PH: 210-698-0900 FX: 210-698-3565
bcodes@fairoaksranchtx.org
www.fairoaksranchtx.org



SIGNS

Permits are required for all Commercial permanent signs.

REQUIRED ITEMS TO BE SUBMITTED TO ACQUIRE SIGN PERMIT

1. A completed City of Fair Oaks Ranch Sign Permit Application.
2. A completed Contractor Registration Form – (if not already registered with the city).
3. Two sets of drawings including content & dimensions of the sign.
4. Electrical plan if applicable.

SIGN CONSTRUCTION GUIDELINES

The following guidelines have been extracted from existing city ordinances to assist you in managing your project during the course of construction. This document is general in nature and does not modify or supersede any city ordinance in effect which takes precedence over this guideline.

PERMIT:

1. Permits for permanent signs are valid for nine (9) months from date of issue.
2. Permits for temporary subdivision signs are valid for two (2) years from date of issue or when 80% of the development is complete.
3. Permit must be issued and displayed **BEFORE** any work is started.
4. **Permit must be displayed so as to be clearly visible from the street. Failure to post a permit may result in the city's refusal to conduct a requested inspection and/or a fine.**
5. Failure to obtain a permit before construction begins will result in the cost of the permit fee being doubled.

INSPECTIONS:

1. Final inspection required for all signs.

REQUIREMENTS

SIGNS

1. All signs to meet requirements of United Development Code, Chapter 10



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SIGN PERMIT APPLICATION

Project Address: _____ Unit: _____ Lot: _____

Applicant Name: _____ Phone: _____

Applicant Email: _____

I am not the owner of real property where sign is proposed to be erected. [Provide written consent of and name, address, and telephone number of the property owner.]

Type of Sign: Freestanding Monument Pylon Building Mount Other _____

Sign Material: _____ Sign Dimensions: _____

Sign Reads: _____

Will your sign require electricity? Yes No

Sign Contractor: _____ Phone: (_____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: ____/____/____

Electrical Contractor: _____ Phone: (_____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: ____/____/____

A copy of permit approved by Texas Department of Transportation in Bexar, Kendall or Comal County, Texas or successor agencies, if state law requires a state permit.

Attach a site plan indicating position, height, and size of the property sign and other existing advertising structures on the property in relation to nearby buildings or structures, north arrow, and scale of drawing, property lines, curb lines, adjacent streets, curb cuts, and setback clearance zones.

Signature of Applicant/Contractor Agent

Date

******OFFICE USE ONLY******

INSPECTIONS REQUIRED:

FOUNDATION

ELECTRICAL

FINAL

DATE REC'D: _____ BY: _____

APPROVED BY: _____

DATE APPROVED: _____