



SIGN PERMIT CHECKLIST

Please note that incomplete submittals will not be accepted for review

Revisions can't be uploaded until in "Awaiting Client Reply"

Revision fees will apply to the 2nd revision and thereafter

SIGNS EXPIRE 90 DAYS AFTER APPLICATION OR ISSUE

1. PLEASE CHECK ALL BOXES THAT APPLY FOR THIS SIGN

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- ☐ Attached Sign ☐ Detached Sign: Type (circle): Monument / Freeway / Pylon / Pole Sign (Legal Non-Conforming)
 - ☐ Reface Only ☐ Blade Sign - Minimum Height 8' above grade on private property or 11' over Public Right of Way
 - ☐ Digital Menu Boards (with Canopy) require a sign permit for Electrical and a Building permit if providing canopy.
 - ☐ Electronic Changeable Copy (Special Exception by the BOA required prior to permit issuance, Sect. 6.411)
 - ☐ Illuminated (electrical permit required)
 - ☐ Name of Unified Sign Agreement, if applicable _____
 - ☐ Any portion of a Sign above 25 feet in height above grade: shall be designed by an engineer licensed by the State of Texas. Plans for such designs shall have affixed thereto the seal of the engineer.

2. PROVIDE WITH ALL SIGNS AS APPLICABLE

ALL SIGNS:

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- ☐ When uploading documents, title the complete set of plans as Sub 1, Sub 2, etc.; once permit has been "Issued", all revisions submitted will be titled as Rev. 1, Rev. 2, etc.
 - ☐ Elevations numbered accordingly if multiple signs.
 - ☐ Attached sign elevations shall include height of building from grade to top of roofline, length of wall or lease space sign is attached to, the height and length of sign, and the height of the sign above grade.
 - ☐ Calculations for each sign (existing and proposed attached signs) including total square footage of each sign and façade, length, width & height in square feet (measurements should be in feet and not inches, however not required).
 - ☐ Number of on-premises signs permitting; Existing and Proposed: _____
Identify each sign on Site Plan, i.e.: 1, 2, 3...for each permit if multiple signs.
 - ☐ Total number of signs and the associated square footage to determine if exceeding the maximum allowed signage of 1340 sf.
 - ☐ Model Homes require an Approved Building permit before applying for a Sign Permit. Please provide permit number for Model Home.

FOR DETACHED or BLADE SIGNS:

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- ☐ Legally Recorded Plat (not survey) **Refacing an existing sign does not require a Plat, however it will require a Site Plan or a Google Aerial Satellite image showing the location of the existing sign.**
 - ☐ Site Plan with dimensions of the sign **to all property lines and curbs** to locate setbacks and easements (Detached or Blade Signs)
 - ☐ Encroachment Agreements if encroaching into any easements or Public Right of Way.

- Variances: Board of Adjustment (817-392-8026) or BoardofAdjustment@fortworthtexas.gov
- Historic Preservation: Inkah Reviere (817-392-6138) or Inkah.Reviere@fortworthtexas.gov
- Downtown Design Review: Francisco Vega (817-392-7885) or Francisco.Vega@fortworthtexas.gov
- Zoning Plans Exam: Marybel Pina (817-392-8826) or Marybel.Pina@fortworthtexas.gov



Development Services

Sign Permit Address _____ Sign Elevation N S E W _____

CFW Sign Erectors License #(S/RS) _____ Registered Business Name _____

CFW Master Sign Contractor Reg. # (E/L) _____ Applicants Name _____

_____ Fax Number _____

Email address. _____

_____ Type of Sign: _____

_____ Attached Illuminated _____ Detached Illuminated _____ Developer (Subdivision Entrance)

_____ Attached Non-Illuminated _____ Detached Non-Illuminated _____ Model Home

_____ Portable Inflatable Billboard Repair

Banner

Sign Measurements (Please convert inch measurements into *FEET and round up*)

Double Faced (circle one) Yes or No

Actual Sign Height _____ Sign Width _____

Overall Height of Sign from Grade _____ Electrical Amps (if illuminated) _____

Business Name or Copy on Proposed Sign _____

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Temporary Portable and Inflatable Sign Release (NOT REQUIRED FOR PERMANENT SIGNS)

Portable and Inflatable signs require an 8 1/2" X 11" site plan (may be hand drawn)

Tenant (Business or Organization whose advertisement will appear on sign) _____

Manager/ Operator (print) _____ Business Phone _____ Date _____

As property owner / manager of this property, I have authorized the _____
tenant listed above to have placed a temporary portable / inflatable sign on or about (date)

In the location indicated on the attached site plan and in accordance with the applicable CFW sign codes. This authorization becomes null and void once the permit expires. A new authorization will be required when the space becomes available again in accordance with the CFW sign codes. *Designated representatives may not be the sign contractor.*

Signature _____ Print _____ Date _____

Property Owner / Manager / Representative

For permitting questions you may call Customer Service 817-392-2222
or [Submit Service Request Here](#)

Please make all applications **ONLINE** at <https://aca-prod.accela.com/CFW>