



City of Friendswood
 Community Development
 910 S. Friendswood Dr.
 Friendswood, Texas 77546
 (281) 996-3201 (281) 996-3260 fax

PERMANENT SIGN APPLICATION

Business Name _____

Address _____

Business Contact _____ Phone _____

Property Owner _____ Phone _____

Sign Contractor _____ Phone _____

TYPE OF SIGN

_____ **Commercial Wall Sign**

_____ **Commercial Ground (Freestanding) Sign**

_____ **Subdivision Sign (Multi and Single Family)**

_____ **Off Premise & Directional Sign**

_____ **Directory Sign (Office Park or Business Park)**

**TOTAL VALUATION OF
SIGN(S)**

\$ _____

Illuminated signs require the submission of an Electrical Permit Application.

I will notify the City within five (5) business days after the sign is completed to schedule a Final Inspection.

I have received the City of Friendswood Requirements & Regulations for Signage handout and have read such and understand all requirements.

Further, I understand there may be other restrictions set forth in the City of Friendswood Sign Ordinance #323 that apply to signage.

Contractor
Signature _____ Date _____

Owner of Sign
Signature _____ Date _____

Building and Sign Permit Fees	
For total valuation of \$1,000 or less	\$15.00
For total valuation of \$1,001 to \$50,000, for first \$1,000	\$5.00
For total valuation of \$50,001 to \$100,000, for first \$50,000	\$260.00
Plus, for each additional thousand or fraction thereof, to and including \$100,000	\$4.00
For total valuation of \$100,001 to \$500,000, for first \$100,000	\$460.00
Plus, for each additional thousand or fraction thereof, to and including \$500,000	\$3.00
For total valuation of \$500,001 and up, for first \$500,000	\$1,660.00
Plus, for each additional thousand or fraction thereof	\$2.00

REQUIREMENTS AND REGULATIONS FOR SIGNAGE

All applications for sign permits shall be accompanied by two (2) sets of plans and to scale drawings which include the information indicated in the following checklists:

WALL SIGNS

- Dimensions of sign (max = 1.5 times building frontage)
- Dimensions of wall surface of building to which sign is attached
- Location of sign on wall indicating lineal footage of building frontage
 - Signs projecting more than 18 in from the face of the building or supporting structure shall have a minimum clearance of 8 ft above the finished grade
 - Signage must not exceed in height the roofline
- Electrical wiring for sign
 - Minimum of 14 ft above ground level

GROUND SIGNS

- Dimensions of sign (max = 50 sq ft)
- Dimensions of sign's supporting members
 - Supporting member must be located 3 ft from property line
- Engineered stamp confirming 110 mph wind load
- Location of sign in relation to property lines
 - Property lines must be plainly identified for the sign foundation inspection
- Location of electrical transmission lines on property
 - Minimum spacing from 750+ voltage line: 8 ft vertically and horizontally

PROHIBITED SIGNS

- A. Billboards**
- B. Signs which contain or have attached thereto banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners or other similar devices**
- C. Signs attached to or located upon exposed amenities such as benches, trash containers or fences**
- D. Snipe signs**
- E. Signs placed on the side or rear of any building or property when such sign faces upon a contiguous residential area**

FOR OFFICE USE ONLY:

Sign Area _____ Sign Height _____ Permit No _____
 Permit Approved By _____ Date _____
 Secondary Approval _____ Date _____