



TOWN OF FAIRVIEW

SIGN PERMIT REQUIREMENTS

PLANS SUBMITTAL:

Two (2) copies of a complete set of drawings are required. They must be submitted along with a completed application form and the required plan review fee. Please submit all originals in person or by mail.

Required drawings are as follows:

FREE STANDING/MONUMENT SIGNS:

- Dimensioned drawing of sign and footing or foundation.
- Site plan to include relation of sign to all property lines, easements, roadways, or structures.

WALL SIGNS:

- Dimensioned drawing of sign.
- Depiction of sign on proposed mounting elevation.
- Dimensions of proposed elevation - height and length.

FEES (per sign):

- \$25.00 Plan Review
- \$50.00 Permit
- \$25.00 w/Electric

Total without electric: \$75.00 Total with electric: \$100.00

GENERAL:

- Drawings must be to scale, dimensioned, and of sufficient size and clarity (8 1/2" x 11" min.)
- Permit holder is responsible for requesting all required inspections at the appropriate stages of construction.
- Illuminated signs must be installed by an Electrical Sign Contractor or Master Electrician licensed by TDLR and registered with the Town. Non-listed (UL, etc.) illuminated signs must be inspected prior to installation. Listed signs must have listing number and agency provided at time of application.
- DO NOT install any sign until the application has been approved and a permit issued.
- If your company would like the sign permit to be mailed backed, please include a self-addressed, stamped envelope.



SIGN PERMIT APPLICATION

Permit # _____

Temporary Sign Permanent Sign (check one)
Wall Sign Monument Sign Free Standing Sign
Illuminated Sign Non-Illuminated Sign

Date of Application: _____

Applicant's Name _____ Signature: _____

Applicant's Business Name: _____ Phone(s): _____
(if applicable)

Mailing Address: _____

City/State/Zip: _____

Location of Proposed Sign (Address): _____

Business Name of Sign Location (if applicable): _____

Property Owner's Name: _____ Phone(s) _____

Address: _____ City/State/Zip: _____

Section 1:

For Signs Proposed for Residential & Non-Commercial Zones/Commercial Zones (Circle One):

(Ref: Town Code § 3.13.012)/ (Ref: Town Code §152.05, §3.13.013 – 3.13.167)

Proposed Sign 'Copy' (message & symbols on sign): _____

Sign Size: _____ Sign Height (including mounting): _____

Sign Setbacks: (front) _____ (side) _____ (rear) _____

(For Town of Fairview Use:)

Action Taken:

Approval/Disapproval (Circle One): _____ Requesting Additional Information:
(Initial & date)

Comments: _____

Permit Pickup Signature: _____ Date of Pickup: _____