



## 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. Required drawings are as follows.

#### FREE STANDING SIGNS:

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

#### WALL SIGNS:

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

#### FEES (per sign):

1. \$25.00 Plan Review
2. \$50.00 Permit

#### GENERAL:

1. Drawings must be to scale, dimensioned, and of sufficient size and clarity (8 1/2" x 11" min.)
2. Permit holder is responsible for requesting all required inspections at the appropriate stages of construction.
3. 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.
4. DO NOT install any sign until the application has been approved and a permit issued.



**SIGN PERMIT APPLICATION**

Permit # \_\_\_\_\_

Temporary Sign  Permanent Sign  (check one)

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: \_\_\_\_\_