



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.