



## Sign Building Permit (Conditional) Checklist

### GENERAL INFORMATION

- 1) See **Section 4.01.07. Conditional Sign Building Permit** of the Unified Development Code for more information on the conditional sign permitting process.
- 2) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

### APPLICATION CHECKLIST

Item	Applicant	Staff
Completed and Signed <a href="#">Universal Application Form</a> - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
Tax Certificate(s) from <a href="#">Denton County</a> indicating that City taxes are current ( <a href="http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx">http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx</a> ) - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
General plan, as described in <b>4.01.05.A.</b> - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
Drawing of the sign, as described in <b>4.01.05.A.</b> - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
Letter from the property owner granting permission for the sign, as described in <b>4.01.05.A.</b> - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
Proof of compliance with Electrical Code, as described in <b>4.01.05.A.</b> - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
Proof of compliance with Building Codes, as described in <b>4.01.05.A.</b> - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
Construction plans and renderings, as described in <b>4.01.07.B.2.</b> - Three (3) copies	<input type="checkbox"/>	<input type="checkbox"/>
Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff	<input type="checkbox"/>	<input type="checkbox"/>

#### Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date