

City of Saginaw Permit Department
301 S. Saginaw Blvd.
Saginaw, Texas 76179
Phone: 817-230-0453 or 817-230-0473
E-Mail: permits@saginawtx.org



Permit #: _____

Permit Fee: _____

SIGN PERMIT APPLICATION

ZONING: RESIDENTIAL ☐

COMMERCIAL / INDUSTRIAL ☐

Permit Address:

Property Owner Information

Name:

Address:

City

State:

Zip:

Phone:

E-Mail:

Occupancy Information:

Company Name:

Phone:

E-Mail:

Permit Information

Please complete the chart and label each proposed sign drawing with the corresponding number.

Sign #	Sign Type	Electrical	Square Footage	Construction Value	Location
1		YES ☐ NO ☐			
2		YES ☐ NO ☐			
3		YES ☐ NO ☐			
4		YES ☐ NO ☐			
5		YES ☐ NO ☐			
6		YES ☐ NO ☐			
7		YES ☐ NO ☐			
8		YES ☐ NO ☐			
9		YES ☐ NO ☐			
10		YES ☐ NO ☐			

Comments:

Permit Requirements

Site Plan: To scale, with measurements, including location of:

1. All existing structures, signs, rights-of-way, and easements.
2. Location of Proposed signs.

Wall Signs:

1. Building elevations including height and length of building or suite.

Sign Drawings: To scale, with measurements, including:

1. Height, length, width and all other dimensions associated with the sign(s).
2. Each sign's total square footage.
3. Installation details.

Electrical Signs:

1. Illumination details
2. Must be UL listed and have UL sticker attached.

All Contractors must be registered with the City of Saginaw, be validated on the permit, and hold general liability insurance with the City of Saginaw as a certificate holder prior to the permit being released.

Sign Contractor Information: Property Owner ☐ Tenant ☐ Contractor ☐ TBD ☐

Company Name:		
Address:		
City	State:	Zip:
Phone:	E-Mail:	

Electrical Contractor Information: Contractor ☐ TBD ☐ N/A ☐

Company Name:		
Address:		
City	State:	Zip:
Phone:	E-Mail:	

All work must meet currently adopted codes and city ordinances.

Inspections must be requested for all permits.

This permit, once issued, expires by limitation 180 days from the date of issuance unless construction is commenced, and inspection approval is obtained within 180 days of issuance.

I understand that all permits require phase inspections in addition to a final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Printed Name:	
Signature:	Date: