



Willow Park
TEXAS

permits@willowpark.org

COMMERCIAL SIGN APPLICATION

516 RANCH HOUSE ROAD, WILLOW PARK, TEXAS 76087

(Please Print)

☐ Awning

☐ Wall/Window

☐ Roof/Canopy

☐ Monument

☐ Pole

Number of Signs: _____

PART 1. PROPERTY INFORMATION ****Application must be complete to avoid unnecessary delays.****

Name of Business: _____ Address: _____ Suite #: _____

Name of Applicant: _____ Phone: _____

PART 2. SIGN CONTRACTOR

Company Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

PART 3. PROPERTY OWNER

Company Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Most permit processing delays are the result of incomplete or inadequate information presented in a permit application.
Please double-check this permit application prior to submittal to ensure completeness and to avoid errors.

The City of Willow Park enforces the current adopted codes:

2012 International Building Code
2011 National Electrical Code
Willow Park Municipal Code Article 14.07

IF YOUR PERMIT PACKAGE IS NOT COMPLETE YOUR SUBMITTAL WILL NOT BE PROCESSED.

PLEASE SUBMIT PLANS IN DIGITAL PDF FORMAT INCLUDING THE FOLLOWING INFORMATION:

Place N/A on the lines that do not apply to your specific project.

| NEW SIGN OR SIGN REPLACEMENT / REPAIR / FACE CHANGEOUT | |
|--|--------------------------|
| Proposed Sign(s) Dimensions | <input type="checkbox"/> |
| Colored elevation drawing of the sign indicating location (w/dimensions), materials, color scheme, letter, and graphics size. If the location is a multi-tenant building, include overall building dimensions and existing sign dimensions. Include any pole or monument signs that exist. | <input type="checkbox"/> |
| Complete details of attachment to building or foundation design. | <input type="checkbox"/> |
| Weight of wall sign (individual letters and graphics) | <input type="checkbox"/> |



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Please use this checklist to aid in preparing a complete sign permit application package.

Please check off each lineas you identify that your submittal contains the required information

A SITE PLAN SHOWING THE FOLLOWING INFORMATION IS REQUIRED

| | | | |
|--|--|--------------------------|--|
| All property lines | | <input type="checkbox"/> | |
| All existing buildings | | <input type="checkbox"/> | |
| Distances from proposed sign(s) to the street and property lines | | <input type="checkbox"/> | |
| Driveway and utility locations | | <input type="checkbox"/> | |

ALSO INCLUDE

| | | | |
|---|--|--------------------------|--|
| Completed Contractor Acknowledgement | | <input type="checkbox"/> | |
| Stamped structural engineering calculations and drawings (for pole signs) | | <input type="checkbox"/> | |
| Electrical requirements of the 2011 NEC, Article 600 | | <input type="checkbox"/> | |

Contractor Acknowledgement

MASTER SIGN ELECTRICIAN'S STATEMENT or MASTER ELECTRICIAN'S STATEMENT

I, _____, do acknowledge that I am the Master Sign Electrician or Master E
Print Name

Electrician for this job and am responsible for the electrical work for signage at the above stated address. I further acknowledge that the above stated contractor will be obtaining the required electric permit for this project.

Signature of Master Sign Electrician or Master Electrician

State Electrician License # _____ Expiration Date _____

Certificate of Insurance _____ Expiration Date _____