



Inspection Services

City of Pearland
3519 Liberty Drive
Pearland, Texas 77581 – 5416
Phone: 281.652.1638 | Fax: 281.652.1702
pearlandtx.gov

Permit #: _____

Sign Application

Permits that require plans, attachments, and application need to be submitted on a CD/USB in PDF Format. Please Note: Each sign must be permitted separately with a new application and plans on a CD/USB.

Planning

All sign permits must include the following information. Failure to provide all necessary information may result in the denial of the permit.

Attached Signs (also known as Wall Signs or Building Signs):

- a. Provide a site plan showing the building on the site in relation to the adjacent streets. Show the locations of the signs and which side of the building they are located on. This site plan can be hand drawn but must be submitted on a CD/USB in PDF Format.
- b. If the sign is for a tenant lease space in a larger building, show the location of the lease space in relation to the rest of the building, and in relation to the adjacent streets.
- c. Provide a drawing or a photograph of the wall in which the sign will be located, and show the location of the sign on that façade.
- d. Provide the dimensions of the sign, length and width, in inches or feet and inches.
- e. Provide the size of the sign in square footage.
- f. Logos are also considered signage and need to be included in the calculation.
- g. If there are multiple signs, provide the dimensions and square footage of each, separated.
- h. Provide the area of the façade on which the sign is to be located. Windows and doors are considered parts of the façade. In many cases, this is simply the length of the lease space multiplied by the height of the building. Provide these dimensions on a site plan, drawing, or photograph.

Ground Signs (Single Tenant or Multi-Tenant):

- a. Provide a site plan indicating the location of the sign. Include distances of the sign from the property lines.
- b. Show the locations of any other signs on the subject property on the site plan, and the distances between new and existing signs.

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- c. Show any other site features relative to the site, such as parking spaces, sidewalks, driveways, easements, and other pertinent features or information at the site of the sign.
- d. Sign cannot be located in a sight visibility area (at a driveway or a street). Show any driveways or adjacent streets on the site plan, or the distance of the sign to any street or driveway.
- e. Single tenant ground signs must have a minimum setback of 5-feet from any property line. Multi-tenant ground signs shall have a minimum setback of 10-feet from any property line. Show setback dimensions on the site plan.
- f. Provide the height of the ground sign.
- g. Provide the size of the sign. Indicate the dimensions of the sign.
- h. Provide the square footage of the sign.
- i. If the sign has any electronic message areas, provide the square footage of the electronic display area. The electronic display area is limited to 25 percent of the total allowable effective sign area.
- j. If the sign has any electronic message areas, provide the color of the message display. The display area shall be limited to one of these colors: white, gold, yellow, red, blue, or green.
- k. If the sign has any electronic message areas, each message displayed must be static or depicted for a minimum of 6 seconds. Scrolling messages are permitted, but must conform to the minimum of 6 seconds of static display. Add a note to the plan indicating your understanding of this requirement.

Building

Will review sign plans for conformance on wind load (TDI spec of 110-mph at 3 sec gust) and compliance to Electrical code, if electric sign. Electrical signs will require a Sign Master Electrician or a separate electric permit signed by the Master Electrician.

Projects

Will verify that the proposed sign is not abutting to any proposed easement or acquired public right-of-way (ROW).

Public Works

When any sign is proposed to be placed in a water or sanitary sewer easement or in a city right of way, the owner must first execute a Consent to Encroach agreement with the city. The Public Works Department will determine whether the proposed sign will interfere with existing city infrastructure.

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Permits that require plans or attachments need to be submitted on a CD/USB in PDF Format and include the application.



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Permit Application

Applicant Name:			Job Address:			Plan Number:					
Owner:			Mailing Address:			Zip:		Phone #:			
Contractor:			Mailing Address:			Zip:		Phone #:			
Architect / Designer:			Mailing Address:			Zip:		Phone #:			
Engineer:			Mailing Address:			Zip:		Phone #:			
Contact Person:			Phone #:		Email Address:						
Dates for Garage Sale or Banner Permits: From _____ to _____				Flood Zone:			Elevation:				
<input type="checkbox"/> Residential				<input type="checkbox"/> Commercial							
New Add/Alt Foundation Move Demo Driveway Garage Sale Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				New Add/Alt Tenant Finish Site Moving Demo Sign Banner Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Project Description: (For new Homes #of bathrooms, bedrooms and garages)				Project Description:							
Valuation of Work: \$ Sq. Ft.:				Valuation of Work: \$			Business/Project Name:				
Work Done by Sub-Contractor			Valuation		Sq. Ft.		Work Done by Sub-Contractor				
<input type="checkbox"/> Electrical			\$				<input type="checkbox"/> Electrical				
<input type="checkbox"/> Mechanical			\$				<input type="checkbox"/> Mechanical				
<input type="checkbox"/> Plumbing			\$				<input type="checkbox"/> Plumbing				
Type of Construction:		Living Area Sq. Ft.:		Building Height:		Type of Construction:		Occupancy Group:		Building Height:	
Number of Stories:		Garage Sq. Ft.:		Drive Width:		Number of Stories:		Occupancy Load:		Sprinklered: Yes No	
Building Sq. Ft.:		Porch Sq. Ft.:		Addition Sq. Ft.:		Project Sq. Ft.:		New Building Sq. Ft.:		Food Sales Yes No	
Land Use classification per the Land Use Matrix in the (UDC) Uniform Development Code:						I understand that any construction proposed to be installed within a property easement with prescribed rights to a private entity may require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holder(s) of the easement removing any unapproved pavement, structures, utilities or other facilities located within the easement. The responsibility of securing approval is not the responsibility of the City of Pearland permitting staff. _____ Initials					
Application Accepted by:			Approved for Issuance By:								
Notice: The undersigned hereby certifies that the information provided on this application form and in any plans, drawings, and/or supporting documentation submitted herewith is true and correct. If signed by an agent to the property owner such as a contractor the agent certifies under penalty of perjury that he/she was authorized by said owner to submit this permit application. This permit shall expire: (1) 6 months from issuance date unless the work authorized herein is commenced within that time period; or (2) 1 year after the work is suspended or abandoned after it has commenced. Separate permits are required for electrical, plumbing, heating and air conditioning work, compliance with all laws applicable to this type of work is required and cannot be saved by the granting of terms of any permit.											
Signature of Owner or Authorized Agent			Date			Fees					
Printed Name			TX Driver License #			Plan Check Fee:		\$			
Master License #			Irrigator License #		Contractor License #		Permit Fee:		\$		
						Water Impact Fee (if applicable):		\$			
						Sewer Impact Fee (if applicable):		\$			
						Processing Fee		\$20.00			
						Other:		\$			
						Total Amount Due:		\$			

If the sign will be hooking up to an existing J-Box – write “using existing J-Box.”
 Revised 9.26.16 If the sign will not be using electricity – write “no electrical needed.” If the sign needs electricity at the site – an electrical application (signed by a Master Electrician) must accompany the sign application.
 Revised 9.26.16