



# SIGN Permit Application

PERMIT #

### THIS SECTION FOR STAFF USE ONLY

**CITY OF WOODWAY**  
 Community Services Dept.  
 924 Estates Drive  
 Woodway, Texas 76712  
 phone: (254) 772-4050  
 fax: (254) 399-6518  
[permits@woodwaytexas.gov](mailto:permits@woodwaytexas.gov)

RECEIVED BY: _____	DATE/TIME: _____	APP COMPLETE? <input type="checkbox"/> Y <input type="checkbox"/> N (explain)
NOTE: _____		
<b>1st REVIEW</b>	<b>2nd REVIEW (if needed)</b>	<b>PERMIT FEES</b>
DATE: _____	DATE: _____	TOTAL FEE: \$ _____
BY: _____	BY: _____	<input type="checkbox"/> CASH <input type="checkbox"/> CK _____ <input type="checkbox"/> CC _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		DATE PD: _____ RCPT: _____
NOTE: _____		

<b>OWNER/ TENANT INFORMATION</b>	PROJECT ADDRESS: _____
	SUBDIVIS. NAME/PHASE: _____ BLOCK: _____ LOT: _____
	PROPERTY OWNER: _____
	MAILING ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ EMAIL: _____
<b>CONTRACTOR INFORMATION</b>	COMPANY: _____ CONTACT: _____
	ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ FAX: _____
	EMAIL: _____ STATE LIC #: _____

### PROJECT INFORMATION (CHECK ALL THAT APPLY)

ELECTRICAL/LIGHTED       NON-ELECTRICAL/NON-LIGHTED

FREESTANDING       BANNER/TEMPORARY       SLOPING ROOF

CANOPY       WALL       MULTI-TENANT

MONUMENT       ELECTRONIC READER BOARD       RE-FACE ONLY (EXISTING CABINET)

OTHER: \_\_\_\_\_

# OF FACES: \_\_\_\_\_ SQUARE FOOTAGE (PER FACE): \_\_\_\_\_

### IMPORTANT INFORMATION REGARDING PERMIT/APPLICATION

- ◆ Proper site plan must be submitted showing setbacks, easements, and locations of proposed signs.
- ◆ Provide a rendering of the sign indicating: location, dimensions of sign (and cabinet), & dimensions of building façade. > Allow three (3) - five (5) business days for your application to be processed.
- ◆ Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- ◆ Upon approval and payment, permit is valid until expiration date determined by the Building Official or other Inspections Department representative.
- ◆ **\*\* Section 14 1/2-3 - General Provisions has been provided on reverse of application for convenience and guidance, but please note that this does not represent the complete Chapter within the Code of Ordinances.**
- ◆ **A signature on this application serves as acknowledgment that the applicant has reviewed, and agrees to comply with, the entirety of Section 14 1/2 (Signs) of the City of Woodway Code of Ordinances.**

see reverse for further information

**Sec. 14½-3. - General provisions.**

- (a) All signs shall pertain to the identification of the primary uses for and/or primary services provided, or primary products manufactured and/or sold, on the premises where the sign is located, except auxiliary and public information signs as provided in section 14½-14.
- (b) All signs erected or maintained pursuant to the provisions of this chapter shall be erected and maintained in compliance with all applicable state and federal laws, rules and regulations with the building code, electrical code and other applicable codes of the city which are not in conflict with the provisions of this chapter.
- (c) A permit must be obtained from the city for all proposed signs except as otherwise specified in this chapter.
- (d) No sign shall have more than two (2) sides of copy.
- (e) No sign shall project over any property line except a sign may cross a property line if both lots or tracts are owned by the same owner.
- (f) All signs including those painted on the wall of a building and approved banner signs shall be permanently and continuously maintained and kept in a safe and presentable condition.
- (g) All business locations shall be adequately identified by the numerical street address assigned to the premises by the United States Post Office. Such numerals shall be affixed to the building in at least six-inch tall lettering in a color contrasting with the color of the building and must be visible and readable from the public right-of-way of the street corresponding to the assigned street address.
- (h) Any premises or any nonresidential occupancy may display one (1) not-attached banner sign announcing a grand opening of a new business on the premises. Display of such sign is limited to a maximum of sixty (60) days per opening (thirty (30) days prior to opening and thirty (30) days after opening). The privilege to begin display of such sign expires six (6) months after the issuance of a certificate of occupancy. The use of grand opening signs is available only to new businesses. The size of the banner is limited to fifty (50) square feet.
- (i) Any premises or any nonresidential occupancy may display not-attached banner signs containing a message directly relating to a special event, provided, however, that such banners may be displayed no more than fourteen (14) days prior to the special event and must be removed within two (2) days after the conclusion of the special event, not to exceed six (6) special events a year. Display of such sign is limited to a maximum of thirty (30) days for each event.
- (j) Signs exempted from regulation:
  - (1) Banners and/or promotional signs attached to a building advertising products or services available on the premises shall be exempted from regulation provided that they do not increase the overall wall signage above the ten (10) per cent or fifteen (15) per cent as described in section 14½-13(b).
  - (2) Signs or bulletin boards customarily incidental to libraries, museums, social clubs, or churches and located on the premises of such, provided that if it is a freestanding sign, such sign does not exceed twenty (20) square feet in area.
  - (3) Directional signs, provided that such signs do not exceed ten (10) square feet in area nor exceed four (4) feet in height, not to exceed one (1) per driveway.
  - (4) Official flags of governmental jurisdictions, and one (1) flag carrying the emblem of a business firm or other organizations. Maximum flag size shall not exceed six (6) feet by ten (10) feet for nongovernmental flags.

(Ord. No. 10-19, § I, 11-8-10)

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>REVIEW NOTES (FOR STAFF USE)</b>