



Sign Permit Application

Application Submittal Date _____

Permanent Temporary

City of Hutto Development Services & Building Division
210 US 79 East, Ste. 103
Hutto, Texas 78634
Phone: 512-846-2640
Fax: 512-759-5962
www.huttotx.gov/developmentservices

PROJECT ADDRESS _____ Zoning _____

Legal Description - Lot _____ Block _____ Subdivision _____

TENANT/BUSINESS OWNER (*property owner or authorized agent*) This will be the City's official contact

Business Name _____ Contact Name _____

Address _____ City, State, Zip _____

Email _____ Phone _____ Fax _____

SIGN CONTRACTOR/APPLICANT

License # _____

Business Name _____ Contractors Name _____ Phone _____

Address _____ City, State, Zip _____

SIGN TYPE: If Temporary- Begin Date _____ End Date _____

REQUIRED DRAWINGS

Check all that apply:

- A-Frame
- Changeable
- Electrical
- Marquee
- Projecting
- Wall
- Banner
- Double-Faced
- Free Standing
- Monument
- Single-Faced
- Other

Type:

- Informational
- Multi-Family
- Multi-Tenant
- Shopping Center
- Institutional
- Multi-Pane
- Single Tenant

Site Plan-Submit a scaled site plan drawing that includes:

1. Property lines where sign is to be placed
2. Scale and north arrow
3. Location of public streets, alleys and driveways
4. Location of sign(s), existing and proposed
5. Location and dimensions of buildings on property
6. Setbacks of signs on the property lines

Elevation Drawing- For freestanding signs, submit items

- 1-4 - for all others submit all items
- 1. Dimension sign frame, sign base, including height, width, depth from grade for freestanding signs
- 2. Text/figure design and dimensions of the copy/wording/verbiage
- 3. Colors and materials of the sign (including frame, sign face and base)
- 4. Indicate type of illumination/lighting to be used (direct/indirect/internal) Illuminated signs require permit and details for electrical work
- 5. Building elevation, including dimensions of wall and existing signs
- 6. Location of the sign on the building(s) or relative to the building(s)
- 7. Details of all connections, supports, and footings.

PROJECT AND FEES

Width _____ Height _____ Total Square Feet _____

Setback from the Property Line _____ Linear Frontage of Building _____

Message _____

Temporary Sign Fee is \$57 for 30 days

A-Frame Sign \$37 per year

Permanent Sign

Total Sq Ft _____ X \$5 per Sq Ft = \$ _____ + \$7 Tech Fee Total

Sign Permit Fee \$ _____

PROPERTY OWNER/MANAGER CONSENT:

I have reviewed and approve this sign request.

Property Owner/Manager Signature _____

Property Owner/Manager Printed Name _____

Date _____

APPLICANT AUTHORIZATION

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law regulating construction or construction performance.

All signs must conform to the City of Hutto Sign Ordinance. Expired Temporary Banners are subject to pick-up by the City of Hutto.

Applicant Signature _____

Applicant Printed Name _____

Date _____

| | | | | |
|-----------------------|---|----------|---------|----------------|
| APPLICATION RECEIVED: | DEVELOPMENT SERVICES APPROVAL | PERMIT # | CHECK # | AMOUNT PAID \$ |
| | APPROVED _____ DENIED _____ DATE _____ | NOTES | | |