

FEES DOUBLE IF WORK IS PERFORMED WITHOUT PERMIT BEING ISSUED

NON-TRANSFERABLE NO REFUNDS EXPIRES IN 180 DAYS



Permits and Inspections Department

PO BOX 617, 901 Avenue C-Katy, Texas 77492 - 281.391.4830 fax: 281.391.4834 - www.cityofkaty.com
Email: katypermits@cityofkaty.com Code questions: buildinginfo@cityofkaty.com

APPLICATION FOR SIGN PERMIT

NEW INSTALL \_\_\_\_\_ REPLACE \_\_\_\_\_

THIS APPLICATION TO BE SUBMITTED WITH DRAWINGS AND SPECS FOR APPROVAL.

IF SIGN IS ELECTRICAL, ELECTRICAL APPLICATION MUST BE SUBMITTED AT THIS TIME.

DATE OF APPLICATION: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ COUNTY: \_\_\_\_\_

LEGAL PROPERTY OWNER: \_\_\_\_\_

Owner's Address/City/State/Zip: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_

\*CONTRACTOR'S NAME: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Contractor's Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

SIGN MESSAGE: \_\_\_\_\_

On/Off Premise \_\_\_\_\_

Total Sq. Ft. Sign \_\_\_\_\_

Width \_\_\_\_\_

Length \_\_\_\_\_

Height \_\_\_\_\_

Single/Double Face \_\_\_\_\_

Wind Load Cap. \_\_\_\_\_

Materials to be used: \_\_\_\_\_

Mounting Materials: \_\_\_\_\_

Ground Sign \_\_\_\_\_

Roof Sign \_\_\_\_\_

Integrated Business \_\_\_\_\_

Wall Sign \_\_\_\_\_

Building/Store Frontage \_\_\_\_\_ Linear Feet

# of Poles \_\_\_\_\_

Electrical/Non-Electrical \_\_\_\_\_

SCHEDULE OF FEES

VALUE OF WORK: \$ \_\_\_\_\_

Table with 3 columns: Fee Description, Amount, and Total. Includes SIGN OPERATING PERMIT FEE, Ground Sign, Wall, Roof or Canopy Sign, First (1st) 50 sq. ft. of sign face, and PLUS \$.15 for each sq. ft. or fraction thereof exceeding 50 sq. ft.

APPLICATION FEE \$ 10.00

TOTAL SIGN PERMIT FEE \$ \_\_\_\_\_

REINSPECTION FEES (If required)

Reinspect fee is \$15.00 for the first reinspection, and the fee increases in increments of \$15.00 for each subsequent reinspection (Ordinance 2240 adopted 11/10/03) (revised 1-8-15)

\*Sign Contractor's Original Signature

Printed Name

Date

**AFFIDAVIT FOR PROPERTY OWNER: (Legal Owner of Property per Tax Records)**

I hereby certify that the above information is true and correct, and that the sign is being erected and/or maintained at the above location with the permission of the owner of the premises; that the sign does not violate any applicable deed restrictions or other restrictions on the premises; and, having read the restrictions and requirements of the City of Katy Code of Ordinances, Chapter 4, Section 7, and the City of Katy Zoning Ordinance, Section 21, that the sign is being erected or maintained in compliance with the above and all other applicable laws.

**\*\*Property Owner's Original Signature**

**Printed Name**

**Date**

Sworn to and subscribed before me by said \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

To certify which witness my hand and seal of office.

SEAL:

\_\_\_\_\_  
Notary Public in and for \_\_\_\_\_ County, Texas

**AFFIDAVIT FOR SIGN OWNER: (Complete only if sign owner is different from property owner above)**

I hereby certify that the above information is true and correct, and that the sign is being erected and/or maintained at the above location with the permission of the owner of the premises; that the sign does not violate any applicable deed restrictions or other restrictions on the premises; and, having read the restrictions and requirements of the City of Katy Code of Ordinances, Chapter 4, Section 7, and the City of Katy Zoning Ordinance, Section 21, that the sign is being erected or maintained in compliance with the above and all other applicable laws.

**Original Signature**

**Printed Name**

**Date**

Sworn to and subscribed before me by said \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

To certify which witness my hand and seal of office.

SEAL:

\_\_\_\_\_  
Notary Public in and for \_\_\_\_\_ County, Texas

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Zoning Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for Issuance: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Inspections called in before 2:00pm will be scheduled for next business day, after 2:00pm will be scheduled for two (2) business days.**