



SIGN PERMIT SUBMITTAL REQUIREMENTS

SIGN PERMITS: For questions, please email bicsr@friscotexas.gov. Go to [friscotexas.gov/plansandpermits](https://www.friscotexas.gov/plansandpermits) to start your application.

For specific requirements for each sign please see the Sign Ordinance:

<https://www.friscotexas.gov/DocumentCenter/View/1008/Sign-Ordinance-2022-05-21-PDF>

Banner and Inflatable Device Sign Permits are \$75.00 for each two-week period.

- **EXCEPTION:** Banners for new businesses can be displayed up to 6 weeks after the issuance of the Certificate of Occupancy.

Four (4) banners are allowed per calendar year.

All other sign permits are \$150.00 each.

Please allow 7 to 10 business days to process sign permits from prescreen approval.

SEPARATE SIGN PERMITS REQUIRED WHEN SUBMITTING MORE THAN ONE SIGN.

AWNING / CANOPY SIGN

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Elevation drawings showing the location of the sign on the awning/canopy and the height and length of the awning/canopy.
2. Sign details showing the height and length of the sign.
3. Attachment details.
4. If sign is internally illuminated, plans must contain the listing for the sign, i.e., UL, MET, etc.

BANNER SIGN

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Elevation drawings showing the location of the sign, height of the building and wall length of the lease space.
 2. Sign details showing the height and length of the sign.
- Note: Only one banner at a time per business is allowed.

CANOPY (VEHICLE) SIGN

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Site plan showing the location of the sign.
2. Sign details showing the height and length of the sign.
3. Elevation drawings showing the location of the sign.



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INFLATABLE DEVICE (IDS) SIGN

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Site plan showing the location of the Inflatable Device.
2. Sign details showing the height and length of the sign.

MONUMENT SIGN

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Stamped engineered plans.
2. Approved site plan showing the location of the sign.
3. Sign details showing the height and length of the sign and materials used.
4. If sign is internally illuminated, plans must contain the listing for the sign, i.e., UL, MET, etc.

MONUMENT UNIFIED DEVELOPMENT SIGN (UDMS)

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Approved Sign Coordination Plan number.
2. Stamped engineered plans.
3. Site plan showing the location of the sign.
4. Sign details showing the height and length of the sign and the materials used.
5. If sign is internally illuminated, plans must contain the listing for the sign, i.e., UL, MET, etc.

PROJECTING SIGN

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Elevation drawings showing the location of the sign.
2. Sign details showing height and length of sign.
3. Attachment details, including details showing projection distance from wall to outer edge of sign.
4. If sign is internally illuminated, plans must contain the listing for the sign, i.e., UL, MET, etc.

PANEL SIGN

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Site plan showing the location of the sign.
2. Sign details showing the height and length of the sign above and below grade.



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PORTABLE VARIABLE MESSAGE DISPLAY SIGN (PVMD)

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Site plan showing the location of the sign.
2. Sign details showing the height and length of the sign.

SLOPING ROOF SIGN

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Elevation drawings showing the location of the sign.
2. Sign details showing height and length of sign.
3. If sign is internally illuminated, plans must contain the listing for the sign, i.e., UL, MET, etc.
4. Attachment details. (Must be attached at the edge of the sloping roof structure and shall not extend above the roofline.)

WALL SIGN

Submit a completed Commercial Building Permit Application (Sign) with the following drawings and/or documents in PDF format:

1. Elevation drawings showing the location of the sign and the height and length of the lease space.
2. Sign details showing height and length of the sign.
3. Attachment details.
4. If sign is internally illuminated, plans must contain the listing for the sign, i.e., UL, MET, etc.