



# SIGN PERMIT APPLICATION

Town of Westlake | 1500 Solana Boulevard, Building 7, Suite 7200 | Westlake TX 76262

Telephone: (817) 430-0941 | Fax: (817) 430-1812

e-mail: customerservice@westlake-tx.org

Refer to the Sign Permit section of the Municipal Fee and Use Schedule for all fee prices

## Applicant Information

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone # : \_\_\_\_\_ Fax # : \_\_\_\_\_

Contractors installing permanent signs that require footings or electrical work must register with the Town as a Sign Contractor

## Fee Schedule

- \$200.00  Commercial Signs\* no fee  Civic event sign\*\*
- \$150.00  Grand Opening Banners no fee  Political sign
- \$100.00  Temporary / Construction signs no fee  Other
- \$100.00  Monument / Wayfinding Signs
- no fee  Signs within residential district (except for home occupation signs)

**All sign permits require a site plan showing exact locations of proposed signs and detailed construction plans for the signs.**

\* Requires submittal of a comprehensive site plan; 1 copy on 24' x 36' paper drawn on scale of 100 feet to the inch; 3 copies on 11' x 17' ledger paper; and 1 digital set

\*\* Signs advertising civic events sponsored by the Town or other local civic clubs shall be allowed to remain posted no longer than 7 days before the event and to be removed within 24 hours of the conclusion of the event. Location of these signs must be approved in advance. ref ord 501

## Event Date & Sign Location

Event Date(s): \_\_\_\_\_

Sign Location 1: \_\_\_\_\_

Sign Location 2: \_\_\_\_\_

Sign Location 3: \_\_\_\_\_

Sign Location 4: \_\_\_\_\_

Sign Location 5: \_\_\_\_\_

Sign Location 6: \_\_\_\_\_

Sign Location 7: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Office Use Only

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Corresponding Special Event Permit # (if applicable): \_\_\_\_\_

Fee \$: \_\_\_\_\_

Permit #: \_\_\_\_\_