



SIGN PERMIT

APPLICATION CHECKLIST

WHAT DO YOU NEED TO APPLY FOR A SIGN PERMIT?

- Online Application (<http://etrakit.pearlandtx.gov/etrakit3/>) filled out completely.
- WALL SIGNS** (Attached)
 - Site plan showing: The building on the site, relationship to adjacent streets; Location of leased space in building, if multi-tenant space; Façade(s) on which sign(s) are located .
 - Existing signs on each façade (Photograph)
 - Area and dimensions of façade on which sign will be located (height and width), (Provide dimensions for wall of the leased façade only, if in a multi-tenant building)
 - Drawings and Dimensions of each proposed sign (length, width in inches and feet)
 - Area of each proposed sign in square feet
- GROUND SIGNS** (Free Standing)
 - Site Plan showing location of sign in relation to property boundaries, adjacent streets, buildings, parking and other ground signs on the subject property and adjacent properties
 - All easements on subject property
 - Dimensions of each proposed sign: length and width in inches and feet
 - Dimensions between sign and property boundaries and between sign and other signs on property and adjacent properties
 - Area of proposed sign, and area of any electronic display (if applicable)
- Wind load calculations to show conformance with wind load
- Electrical drawings to show conformance with Electrical Code (if applicable)
- Consent to Encroach agreement with City if sign is located in Water or Sanitary Easement
- Application fee paid by cash, check made payable to the City of Pearland, or credit card (Visa and MasterCard only). Please refer to the City's webpage www.pearlandtx.gov/departments/community-development/permits/permits-development-fees for updated fees.