



# SIGN PERMIT APPLICATION CITY OF KERRVILLE, TEXAS

BUILDING DEPARTMENT # \_\_\_\_\_

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

Project Business Name \_\_\_\_\_

Lot No. \_\_\_\_\_ Block. No. \_\_\_\_\_ Subdivision \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone (Day Time) \_\_\_\_\_

Mail Address \_\_\_\_\_

Contractor \_\_\_\_\_ Phone (Day Time) \_\_\_\_\_

Mail Address \_\_\_\_\_

Type of Sign(s) :

Wall/Banner(s) New Sq. Ft \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

Free Standing New Sq. Ft \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

Estimated Cost of Project (required): \_\_\_\_\_

**NO FEE FOR THE FOLLOWING: Minimum 5 days, Maximum 20 day per year**

Balloon Permit Date: \_\_\_\_\_ thru \_\_\_\_\_

Feather Flag Permit Date: \_\_\_\_\_ thru \_\_\_\_\_

By signing this application:

1. I swear the information contained is true and correct to the best of my knowledge and ability.
2. I profess to have sufficient knowledge of the City of Kerrville Sign Ordinance or any other laws related to the construction, alteration, and/or display of signs within the City of Kerrville and its Extraterritorial Jurisdiction (ETJ).
3. I understand that a separate electrical permit may be required.
4. I understand that the issuance of this permit does not waive any of these regulations and other permits may be required in conjunction with this sign permit. I understand that the construction, alteration, and/or display of any sign by the owner, tenant, or anyone else, in which a sign permit or other permit is required prior to the issuance of said permit(s) by the City of Kerrville is a violation of City Codes and Ordinances for which I may be held liable regardless of my relationship to the buildings occupant (owner, landlord, landlord's representatives.)

\_\_\_\_\_  
SIGNATURE OF OWNER OR CONTRACTOR

\_\_\_\_\_  
DATE

Office Use Only:

**TRANS# 835**

01-6242 Sign Plan Check Fee \_\_\_\_\_ 01-6244 Sign Permit Fee \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

	Issue	Hold	Initial		Issue	Hold	Initial
Code Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	_____	Inspections	<input type="checkbox"/>	<input type="checkbox"/>	_____
Engineering	<input type="checkbox"/>	<input type="checkbox"/>	_____	Planning	<input type="checkbox"/>	<input type="checkbox"/>	_____

**APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

# Sign Permit Submittal Check List

Please check and initial the boxes below if the required information is in your permit submittal.

\_\_\_\_\_  **Site plan** - Showing distances from all sides of the proposed sign to the property lines.

\_\_\_\_\_  **Elevations** – Elevation drawings showing proposed placement and dimensions (size, height, ground clearance, corner clearance).

\_\_\_\_\_  **Materials list**

This checklist is to help your submittal and plan review process by the Inspections Department go as smoothly and quickly as possible. If you have checked off a box and the required information is not provided, your permit application may be delayed until the documentation is submitted.

**\*Please note that although you have turned in everything on the checklist, the plans examiner may request additional information. \***

Signature \_\_\_\_\_ Date \_\_\_\_\_

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



# City of Kerrville Plan Review Checklist

(This document is to be completed by City Staff  
and is not a permit)

ADDRESS OF PROPERTY \_\_\_\_\_

**SIGN ORDINANCE ORDINANCE REQUIREMENTS:**

(The Sign Ordinance can be viewed at [www.kerrville.org/planning](http://www.kerrville.org/planning))

Zoning: \_\_\_\_\_ Proposed Sign(s) Allowed? \_\_\_\_\_

Notes: \_\_\_\_\_

---

---

---

---

---

---

---

---

**BUILDING CODE COMMENTS/REQUIREMENTS:**

---

---

---

---

---

---

---

---

**ENGINEERING DIVISION REVIEW COMMENTS/REQUIREMENTS:**

---

---

---

---

---

---

---

---