



# CITY OF LAREDO

## BUILDING DEVELOPMENT SERVICES DEPARTMENT

1413 Houston St, Laredo, Texas, 78040 • Phone: 956.794.1625 • Fax: 956.795.2998

### Sign Permit Application

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_ Mailing address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ If corporation, Registered Agent: \_\_\_\_\_  
 Email: \_\_\_\_\_

**THE FOLLOWING REQUIRED DOCUMENTS AND INFORMATION MUST BE PROVIDED WITH APPLICATION:**

- \_\_\_\_\_ Copy of Recorded Deed OR Lease Agreement
- \_\_\_\_\_ Site Plan (see Plans Requirements)
- \_\_\_\_\_ Elevation (see Plans Requirements)

Sign Type:  Freestanding  Wall/ Attached  Banner  LED Animated/ Digital<sup>1</sup> (requires S.U.P.)  
 Illuminated<sup>1</sup>:  Y  N Setback: \_\_\_\_\_ Surface Area: \_\_\_\_\_ Height<sup>2</sup>: \_\_\_\_\_

**LEGAL DESCRIPTION OF THE PROPERTY:**

Location of proposed sign: \_\_\_\_\_ New Business  Y  N Permit# \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Present Zoning: \_\_\_\_\_ Historic: \_\_\_\_\_  
 Allowable surface area allowed by ordinance: \_\_\_\_\_ sq ft Required Setback: \_\_\_\_\_ (Section 28-28.1-28.28.5)  
 Allowable surface area based on wall area: \_\_\_\_\_ sq ft Temporary weekend signs – attach a map of route to location  
 Overhead power lines: \_\_\_\_\_ Requires Sign Contractor (over 32 sq ft): \_\_\_\_\_ Requires Electrical Sign Contractor: \_\_\_\_\_  
 Notes: \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATIONS CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. **PERMIT HOLDER IS RESPONSIBLE FOR SCHEDULING INSPECTIONS WITH THE BUILDING DEVELOPMENT SERVICES**

**DEPARTMENT 956.794.1626**

\_\_\_\_\_  
Signature of Owner Date  
 \_\_\_\_\_  
Signature of Applicant Date  
 \_\_\_\_\_  
Issued by Date

No sign shall be installed in the City of Laredo Right-Of-Way (Sec 28\_24(b))

If Applicant is different from the owner named on the deed, the affidavit must be completed

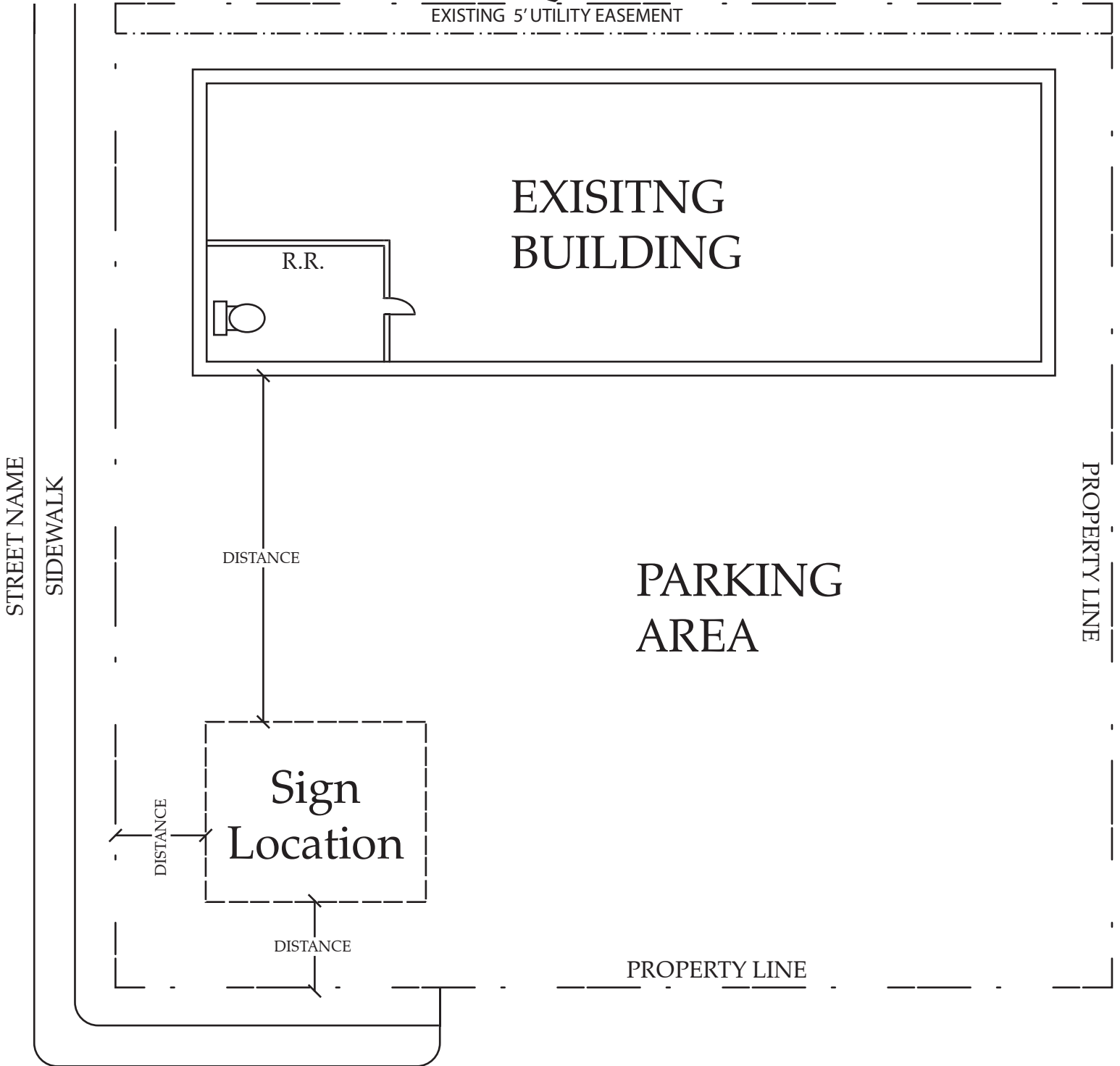
**Fees.** Sign review and permit fees shall be based on the total square footage of the proposed sign as follows:

1.	Review Freestanding <sup>2</sup>	\$30
2.	Review Wall Signs	\$20
3.	Review Banners	\$20
4.	Review Animated Sign <sup>1</sup>	\$50
5.	Annual Animated Sign Inspection Fee	\$100
6.	Sign Permit Fee	\$0.55 per square foot
7.	Animated Sign Permit Fee	\$0.75 per square foot
8.	Electronic Message Display Permit Fee	\$0.75 per square foot
9.	Cross Street Banner Fee	\$75 per location
10.	Pull Down Banner Fee	\$10 per location
11.	Special Events Signs	\$75 per event
12.	Temporary weekend sign permit	\$50 per weekend
13.	Temporary weekend sign annual fee	\$500
14.	Feather Banner	\$20 per location per year

**Email application to: [bldgpermits@ci.laredo.tx.us](mailto:bldgpermits@ci.laredo.tx.us)**

# PLAN REQUIREMENTS

EXISTING 5' UTILITY EASEMENT



STREET NAME

## SITE PLAN

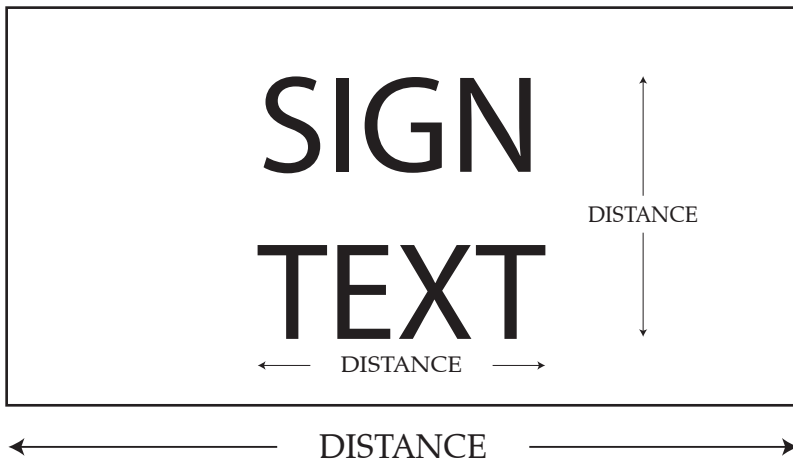
ZONE: \_\_\_\_\_

SCALE:

ADDRESS: \_\_\_\_\_

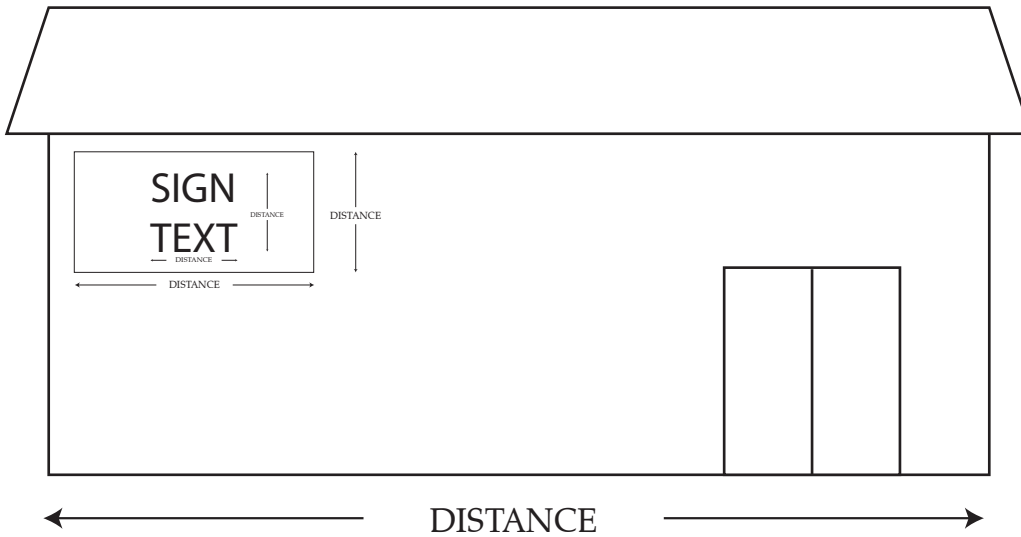
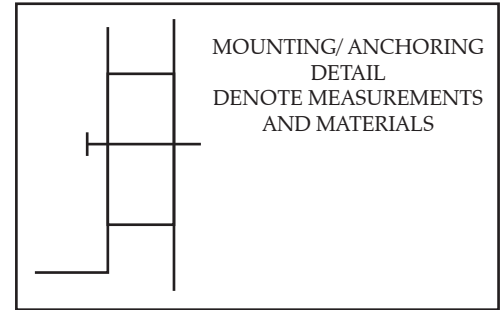
LEGAL DESCRIPTION: \_\_\_\_\_

ALL SITE PLANS MUST INCLUDE: SIGN LOCATION IN REFERENCE TO PROPERTY LINE AND ALL BUILDING LOCATIONS. ALL EASEMENTS (UTILITY, ACCESS, DRAINAGE, ETC) MUST ALSO BE SHOWN.



# WALL SIGN

SIGN MATERIAL: \_\_\_\_\_  
 TOTAL SQUARE FOOTAGE: \_\_\_\_\_



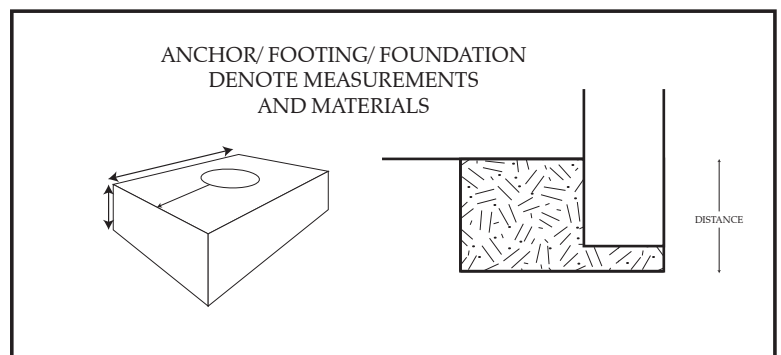
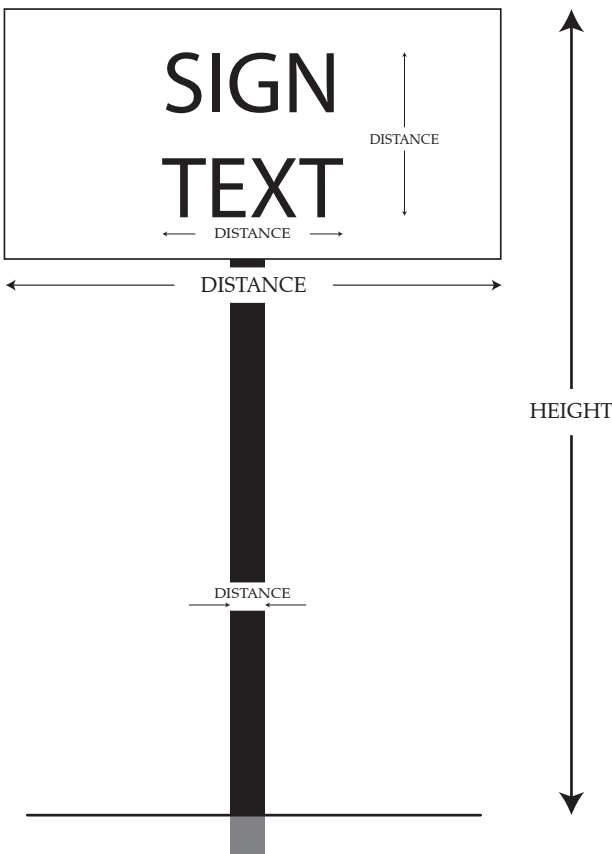
ELEVATION OF WALL SIGN ON BUILDING MAY ALSO USE PHOTOGRAPH

DISTANCE

DISTANCE

# FREESTANDING SIGN

SIGN HEIGHT ABOUT GRADE LEVEL: \_\_\_\_\_  
 FOOTING DEPTH: \_\_\_\_\_  
 POLE MATERIAL: \_\_\_\_\_  
 POLE WIDTH: \_\_\_\_\_



All sign applications that contain electrical components must provide electrical components specifications which must be Underwriters Laboratories (UL) approved or listed.

**AFFIDAVIT**

**THE STATE OF TEXAS**

**COUNTY OF WEBB**

**BEFORE ME**, the undersigned official on this day personally appeared \_\_\_\_\_, who is personally know to me, and first being duly sworn according to law upon his/ her oath deposed and said:

“My name is \_\_\_\_\_; I am over eighteen (18) years of age and I reside at \_\_\_\_\_. I have personal knowledge of the facts stated herein, and they are all true and correct. I own the property, which is the subject of this sign permit. In relation to this, it is my understanding that as owner of the aforementioned property either my designated representative apply or I approve of such a permit. It has been explained to me and I understand that a written notice must be filed with the Director of the Building Development Services Department for the City of Laredo, Texas to give notice to the City of the termination or substitution of representation in this application.”

\_\_\_\_\_  
Affiant

On \_\_\_\_\_, 20 \_\_\_\_, personally appeared \_\_\_\_\_ and having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the Facts therein are true and correct.