

# SIGN PERMIT APPLICATION CITY OF AZLE

505 W. Main, Azle, TX 76020 P.O. Box 1378, Azle, TX 76098

817-444-2541 \* Fax: (817) 444-7319

Email: [mmessick@cityofazle.org](mailto:mmessick@cityofazle.org)

**PERMIT NUMBER:**

JOB ADDRESS:	DATE:
NAME OF BUSINESS:	COST OF CONSTRUCTION:
PROPERTY OWNER:	PHONE:
MAILING ADDRESS:	CITY/STATE/ZIP
SIGN CONTRACTOR:	OFFICE PHONE:
MAILING ADDRESS:	CITY/STATE/ZIP
CONTACT NAME:	PHONE:
ELECTRICAL CONTRACTOR:	OFFICE PHONE:
MAILING ADDRESS:	CITY/STATE/ZIP
CONTACT NAME:	PHONE:

## TYPE OF SIGN AND REQUIRED SUBMITTALS: Check ALL Applicable Boxes

<input type="checkbox"/>	AWNING (1-4)	<input type="checkbox"/>	BANNER (1-4)	<input type="checkbox"/>	CANOPY (1-4)	<input type="checkbox"/>	ELECTRONIC CHANGEABLE COPY (1-4)	<input type="checkbox"/>	MARQUEE (1-4)
<input type="checkbox"/>	MONUMENT (1-4)	<input type="checkbox"/>	OFF-PREMISE (1-4)	<input type="checkbox"/>	POLE (1-5)	<input type="checkbox"/>	REAL ESTATE DIRECTIONAL (3-4)	<input type="checkbox"/>	SUBDIVISION (1-4)
<input type="checkbox"/>	WALL (1-4)	<b>OFFICE USE ONLY</b>							
<input type="checkbox"/>	PORTABLE (1, 3)	SIGN TO BE REMOVED BY:			NEXT AVAILABLE PERMIT DATE:				
<input type="checkbox"/>	TEMPORARY (1, 3)	SIGN TO BE REMOVED BY:			NEXT AVAILABLE PERMIT DATE:				

## REQUIRED SUBMITTALS:

1. Site Plan showing dimensions and location of all structures, easements, and utilities located on the property.
2. Location, size and dimensions of all existing signs.
3. Location of all proposed signage.
4. Detailed drawing of proposed signage.
5. Engineered construction drawings, if applicable.

I swear and affirm that the above information is true and correct to the best of my knowledge and that construction will be performed in compliance with the City of Azle's regulations relating to signage and construction. I further understand a final inspection is required prior to the acceptance of the signage.

APPLICANT SIGNATURE:	DATE:					
PRINTED NAME:						
<b>OFFICE USE ONLY</b>						
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DENIED	BY:	<input type="checkbox"/>	DATE:



## **SAFEBUILT INSPECTION SERVICES**

### **Permit Submittal**

All completed permit documents shall be submitted to City Hall. Processing time is 7 to 10 days.

### **Permit Issuance**

Once the permit has been approved, the requestor will be contacted by City Hall personnel and notified of fees.

### **Plan Review**

SAFEbuilt will be conducting residential and commercial plan reviews. The applicant will be contacted by SAFEbuilt if additional information is needed. You may contact City Hall for the status of your permit at 817-444-2541.

### **Inspection Requests**

Please contact SAFEbuilt to request inspection(s). Any of our permit technicians can assist you. Inspections whether by email or phone, must be received by 4 pm the previous business day for next day inspection.

Inspection Email: [inspections@cwistx.com](mailto:inspections@cwistx.com)

Inspection Phone Line: 940-521-0470

### **Field Inspections**

The inspectors name and information will be listed on each field report that is performed and emailed at time of inspection. An approved set of permit plans must be on-site during all inspections.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**