

# SIGN/FLAGPOLE PERMIT REQUIREMENTS

## CITY OF PLANO BUILDING INSPECTION DEPARTMENT

**DRAWINGS SUBMITTAL:** Two (2) copies of complete set of drawings are required for plan review. Drawings must be submitted along with a completed permit application form.

**PROFESSIONAL CERTIFICATION:** Pole signs and flagpoles over twenty (20'-0") feet in height shall be designed, sealed and signed by a State of Texas Registered Engineer.

**NECESSARY DRAWINGS:** The following is a general outline of drawings necessary for plan review (Building Inspection may request additional information if necessary).

### FREE STANDING SIGNS:

1. Dimensioned drawing of sign
2. Site plan to include
  - location of sign in relation to property lines (provided setbacks)
  - easements

### WALL SIGNS:

1. Dimensioned drawing of sign
2. Elevation, indicating length of elevation
3. Location of sign on elevation

### FLAGPOLES:

1. Dimensioned drawing of flagpole
2. Site plan to include:
  - Location of flagpole in relation to property lines (provided setbacks)
  - easements

**FEES:** Refer to the fee schedule for applicable fees

### NOTE:

1. Detail of footing is required for all pole signs and flagpoles.
2. Pre-installation inspection is required for all free-standing signs/flagpoles to verify proper location of sign/flagpole.
3. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
4. Permit holder is responsible for requesting and completing all required inspections.
5. Illuminated Signs:
  - a) Illuminated signs that are not listed by a testing agency shall be inspected and approved prior to installation. If the sign is listed, the listing number shall be provided at the time of application and the file number provided prior to or at the time of final electrical inspection.
  - b) Sign contractors may register with the city as a sign electrician contractor with a master or master sign license. This allows the contractor to connect the electrical if the primary wiring is existing within 6' of the sign. Otherwise, a separate registered electrical contractor will be required.
6. EXEMPT FROM PERMIT: Sign facing when replaced for the same business.
7. Flagpoles under twenty (20') feet do not require a permit. Maximum height for flagpoles: fifty (50') feet.

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