



SIGN PERMIT APPLICATION

Requirements - PLEASE READ ALL OF THE FOLLOWING INSTRUCTIONS CAREFULLY

Your application **will not be accepted** if any of the below items are missing or incomplete. Submit applications to buildingdepartment@portlavaca.org.

- Contractor registered with City of Port Lavaca
- Completed, **legible**, signed application form
- Site plan showing:
 - Dimensions of sign as well as location relative to structures and on site and property lines (setbacks)
 - Labels indicating sign type, materials, any easements on property, adjacent streets, any entry/exit drives
- Final drawings/image files of proposed sign
- If using illumination, detail sheet showing style and light functions and emissions
- Electrical plans if applicable
- If using masonry, construction plan(s) and detail sheet for material

Project Information

Property Address: _____

Building/Suite/Unit Numbers: _____ Business Name: _____

Sign Type: Freestanding Wall Canopy Projecting Roof

Sign Dimensions: _____ Sign Height: _____ Project Valuation: _____

Building Dimensions: _____ Building Height: _____ Sign Setbacks: _____

Is the sign illuminated? Yes No Materials: _____

Detailed description of sign type/design and placement: _____

Property Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone: _____ Owner Email: _____

Contractor Information

Contractor Name: _____

Contractor Company: _____

Contractor Phone: _____ Contractor Email: _____

Electrical Contractor Information *(If electrical work is being performed)*

Contractor Name: _____

Contractor Company: _____

Contractor Phone: _____ Contractor Email: _____

Applicant Agreement

By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected.

Signature of Applicant: _____ Date: _____

For Office Use Only		
Completeness Check		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached site plan and image file(s)/drawing(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign	Date	
Planning and Zoning Review		
Property zoning: _____		
Proposed sign meets setback/dimensional requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed sign meets material requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is proposed structure in any easements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is proposed structure in a floodzone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign complies with current ordinance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign	Date	

Please note that City of Port Lavaca has adopted ICC 2018 building codes. Email buildingdepartment@portlavaca.org for planning, building and general permit application questions.

1. Visit **portlavaca.org > departments > building permits** to download applications
2. Fill out applications completely. Please ensure no required items are left blank or missing.
3. Email completed application and all required plans and documents to buildingdepartment@portlavaca.org.
Tip: Send these documents all together in one email to help ensure no documents or plans are missed which may delay your plan review.
4. Once the submission is noted as complete, you will receive notice the plans were submitted for review.
5. The applicant will receive plan review comments and any follow-up from staff via email.
6. Once approved, the applicant will be contacted to collect payment. The permit and receipt will be emailed to applicant. You may begin work as soon as you receive these items. Be sure to have your permit and approved plans available on site during all construction and inspections.
7. When ready for inspections, email buildingdepartment@portlavaca.org with your inspection request. Next business day inspections are currently only available if requested before 4:30PM the prior business day.