



SIGN PERMIT APPLICATION

New Renewal Permit Fee Amt. Pd: _____ Received by: _____ Date: _____

Sign Already Installed YES NO Double Fee Charged YES NO

ALL OF THE FOLLOWING MUST BE COMPLETED BY THE PERSON REQUESTING THE PERMIT:

Address of Sign Location (or legal description): _____

Name of Property Owner: _____

Contact Name : _____ Phone#: _____

Mailing Address: _____ Phone#: _____

Name of Business: _____ Phone#: _____

- (1) Two (2) legible copies of a final site plan or survey plat showing the exact location of all signs and/or advertising.
- (2) Two (2) copies of a complete drawing of the sign including all dimensions of the entire structure. This drawing must also include all information located on the sign face.
- (3) If the sign is to be installed on a building then an elevation drawing with dimensions must be attached which shows the location of the sign.
- (4) **If this is for a renewal, do not submit pre-stamped plans from previous permit. We will only accept clean copies for permit issuance.**

Please Note:

Drawings must include lighting, electrical wiring, construction, type of materials, method of attachment to the building or structure including the foundation for free standing signs. Applicant will be responsible for calling in the necessary inspection(s) after the sign is installed. All signs will require a Final Sign Inspection and illuminated signs will require an Electrical Rough Sign inspection and a Final Sign Inspection. All Neon signs will require an Electrical Rough Inspection on the ground before installation. Or signs must be UL Listed. (Appointment Only)

Sign Company Name: _____

Address: _____ City: _____ Phone #: _____

Print the full name of the contact person at the sign company: _____

The undersigned agrees to abide by all ordinances and regulations of the City of Murphy relating to buildings, signs, and premises. The undersigned agrees to abide by all lawful decisions of the Code Enforcement and/or the Building Official and/or made with reference to any questions arising by reason of work undertaken under the permit herein applied for.

Signature: _____ Date: _____

Representing: _____ Phone #: _____

Sign Valuation: _____

**ALL SIGNS SUBJECT TO FINAL INSPECTION APPROVAL
SIGN CONTRACTOR MUST CALL FOR INSPECTION UPON INSTALLATION (972) 468-4050.**

CITY OF MURPHY USE ONLY: Issued by: _____ Date: _____

Permit Number: _____

Beginning Date of Review: _____ Permit Expiration Date: _____

Class of Sign: _____ Permit Approved _____ Permit Denied _____

Comments: _____

Reviewed by: _____ Date: _____

Customer Service Department

206 North Murphy Road • Murphy, Texas 75094 • Tel: 972.468.4100 • Fax 972.468.4127
Email: customerservice@murphytx.org Website: www.murphytx.org