

**SIGN PERMIT CHECK LIST**

The City of Georgetown Sign Standards is located in the [Unified Development Code Chapter 10 Sign Standards](#) and in the [Downtown and Old Town Overlay Design Guidelines](#) (for businesses located within the downtown and old town overlay)

The following items provide a checklist of minimum documentation requirements, which must be met, for application for a temporary sign permit, wall sign or freestanding sign.

**All documents must be in digital PDF format merged together and submitted online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org)**

**TEMPORARY BANNER REVIEW REQUIREMENTS:**

Merge/combine the following files together, facing the correct direction and name the file:

**Temporary Banner Address of Permit Request**

- Completed Sign Permit Application with Property Owner Signature or Letter of Authorization
- Drawings of sign/photo to include text, color, size, and a description of attachment to building or ground.
- For Wall Banners- Drawings (or photo) showing sign location and its relationship to buildings or structures, and other signs
- For Freestanding Banners- Property Survey showing the sign location and its relationship to buildings or structures, other signs, property lines and public streets.
- Permit Fee (See Current Fee Schedule) Banner Permit is valid for 45 days from date of issuance

*\*Plan review is up to 48 hours in most cases*

**WALL SIGN PLAN REVIEW REQUIREMENTS:**

Merge/combine the following files together, facing the correct direction and name the file:

**Wall Sign Address of Permit Request**

- Completed Sign Permit Application with Property Owner Signature or Letter of Authorization
- Scaled drawing of the proposed sign that includes all dimensions, colors, and materials of sign.
- A detailed scaled drawing of the building elevation where the sign will be placed, including dimensions of walls & existing signs.
- Details of all connections, and supports.
- Electrical details (if applicable)
- Pay Permit Fee (See Current Fee Schedule)

*\*Plan review is fourteen (14) business days*

**FREESTANDING/MONUMENT SIGN PLAN REVIEW REQUIREMENTS:**

Merge/combine the following files together, facing the correction direction and name the file:

**Monument/Freestanding Address of Permit Request**

- Completed Sign Permit Application with Property Owner Signature or Letter of Authorization
- Scaled drawing of the proposed sign that includes all dimensions, colors, and materials of sign.
- Site plan drawn to scale showing north arrow, proposed sign location, existing buildings or structures, other signs, property lines, setback lines, and public streets.
- Details of all connections, supports, and footings.
- Electrical details (if applicable)
- Permit fee (See Current Fee Schedule)

*\*Plan review is fourteen (14) business days*

**DOWNTOWN AND OLD TOWN OVERLAY:**

Please contact the Historic Planner for Signage to be located in the Downtown and Old Town Overlay Historic Planner Email: [Historic@Georgetown.Org](mailto:Historic@Georgetown.Org) to determine if COA is needed



**SIGN PERMIT APPLICATION**

*A permit application is required for each sign you apply for.*

Project Address:		Suite#	Zip Code:	Date:
Subdivision:	Lot:	Block:	Zoning:	
<b>CONTACT INFO</b>				
Applicant:		Phone:	Email Address:	
Mailing Address:			City:	State: Zip:
Property Owners Name:		Contact Name:	Phone:	Email:
Property Owners Mailing Address:			City:	State: Zip:
Sign Contractor Name:		Contact Name:	Phone:	Email:
Electrical Contractor Name:		Contact Name:	Phone:	Email:
<b>TYPE OF SIGN</b>				
<input type="checkbox"/> Banner (Temporary) <input type="checkbox"/> Wall Sign <input type="checkbox"/> Freestanding Monument Sign <input type="checkbox"/> High Profile Monument Sign <input type="checkbox"/> Pole Sign <input type="checkbox"/> Other				
Width	Height	Total Sq ft:	Setback from Property Line:	Linear Frontage of Building: Valuation:
<input type="checkbox"/> Non-Illuminated <input type="checkbox"/> Internal Illuminated <input type="checkbox"/> External Illuminated		Is there existing signage? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What is Sq Ft? <input type="checkbox"/>		Is there a Master Sign Plan for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Will sign be located in the Downtown Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No			If sign is located in Downtown Historic District, please provide date of HARC approval or CDC Case Number:	
Sign Message:				
Dates Banner/Temp Sign will be displayed:			Description of attachment to building or ground:	
<b>SIGNATURES</b>				
Permits shall become invalid if work is not commenced within six (6) months after issuance, or work authorized by such permit is suspended or abandoned for a period of six (6) months or longer after work has commenced.				
By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Georgetown officials to enter the property on official business as part of the application process.				
Signature of Property Owner or Signed Letter from Property Owner		Printed Name		Date
Signature of Applicant		Printed Name		Date