

## SIGN PERMIT APPLICATION

Please submit the **Permit Application** (attached) with all supporting documentation listed in the **Specific Application Checklist** below. Applications may be submitted in person or electronically (pdf format) by e-mail. For electronic submittals, please include the address of the property and the type of application in the subject line of the e-mail.

Incomplete and partial applications will not be accepted. A sign permit shall expire and become void unless a request for final inspection of the sign is made no later than 90 days after the date the permit is issued.

### **Submit application packets to:**

Jennifer Lopez: [jlopez@brookshirecity.org](mailto:jlopez@brookshirecity.org)

Claudia Harrison: [charrison@brookshirecity.org](mailto:charrison@brookshirecity.org)

Maria Marx: [mmarx@brookshirecity.org](mailto:mmarx@brookshirecity.org)

**Please include the following in the subject line of the e-mail:** Address of the project/Commercial or Residential/Type of permit. Example: 1000 Main Street/Commercial/Fence Permit

**Contractors Registration** will need to be sent in a separate email to the following:

Jennifer Lopez: [jlopez@brookshirecity.org](mailto:jlopez@brookshirecity.org)

Claudia Harrison: [charrison@brookshirecity.org](mailto:charrison@brookshirecity.org)

Maria Marx: [mmarx@brookshirecity.org](mailto:mmarx@brookshirecity.org)

**Subject Line:** Name of Contractor's business/ Address of the property

### **SPECIFIC APPLICATION CHECKLIST**

Please submit the following items or indicate NA if not applicable

- Completed Permit Application form (Attached)
- Application Processing Fees and other application fees
- Letter of intent explaining the request in detail and reason for the request
- Authorization required on the form if the application is signed by someone other than the property owner
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- One (1) copy of proof of ownership (examples include property deed or current year tax statement)
- Contractor Registration
- Recent Survey
- Copy of approved building permit if applicable. If a copy of approved Building Permit is provided, site plan or survey is not required)
- Detailed site plan drawn to scale showing all of the following:
  - All property lines; all existing building footprint and parking lots; all right-of-way frontages; location of all existing freestanding signs and distance between existing and proposed; location of proposed sign. Sign area, sign height, setbacks, north arrow
  - Elevation drawing showing actual layout of sign to be installed including the dimensions as to overall, height, frame, copy area, material, color, and proposed location on the premises.
- Specifications for the construction and display of the sign
  - Drawings including content & dimensions of the sign
  - Electrical plan if applicable.
  - Date on which the sign is to be erected or displayed
  - Any variance that will be requested or copy of the variance approval
  - Does this sign include Electrical work:  YES  NO If yes, separate Electrical Permit Application will be required.

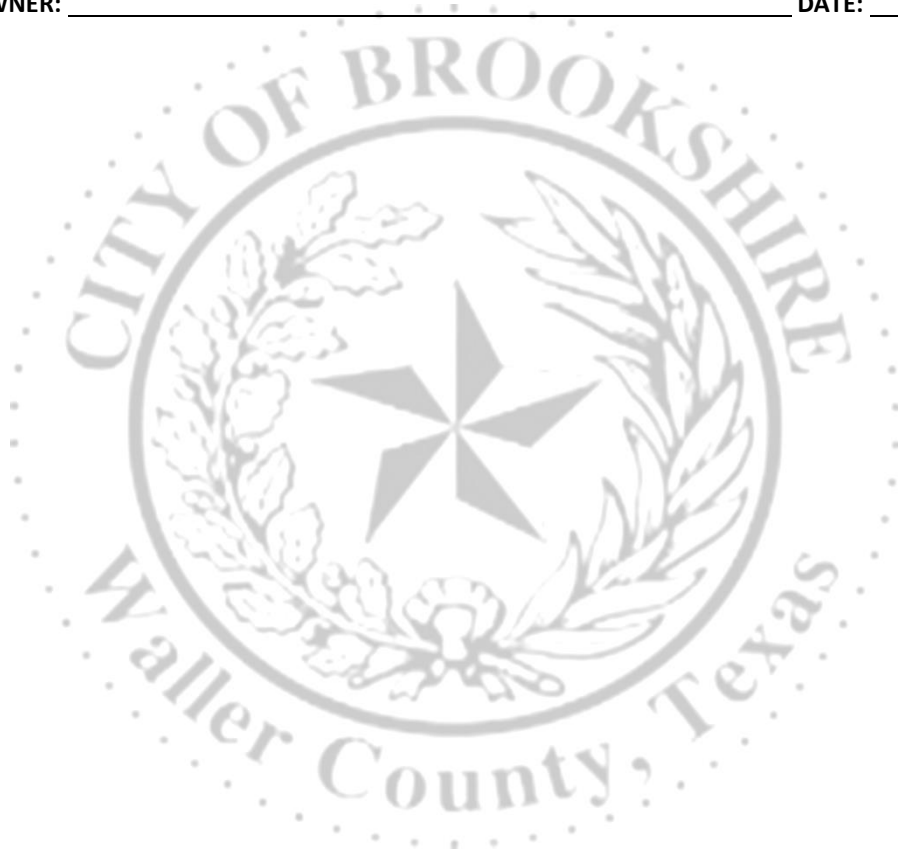
**AFFIDAVIT FOR SIGN OWNER**

SIGN OPERATOR / OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
AFTER HOURS EMERGENCY CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

THE GRANTING OF THIS PERMIT DOES NOT CONSTITUTE A DETERMINATION THAT THE PROPOSED CONSTRUCTION WILL OR WILL NOT VIOLATE ANY DEED RESTRICTION OR COVENANT APPLICABLE TO THE PROPERTY UPON WHICH THE CONSTRUCTION TAKES PLACE NOR DOES IT AUTHORIZE ANY SUCH VIOLATION, ADDITIONALLY, I CERTIFY THAT THE CONSTRUCTION/INSTALLATION OF THIS SIGN IS IN COMPLIANCE WITH APPLICABLE REQUIREMENTS OF THE CITY OF BROOKSHIRE CODE OF ORDINANCES.

I, \_\_\_\_\_ **(PLEASE PRINT)** AS OWNER OR AS AGENT FOR THE OWNER OF THIS PROPERTY CERTIFY THAT I HAVE REVIEWED ALL THE COVENANTS AND RESTRICTIONS APPLICABLE TO THIS LOCATION. I FUTHER CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS OF THIS NOTICE AND THE APPLICABLE CITY ORDINANCES.

**SIGNATURE OF SIGN OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## PERMIT APPLICATION

*Please fill in all pages of this application and the applicable checklist/s*

Building Permit Number (to be filled by city staff): \_\_\_\_\_

Information to be provided by the applicant:

- **Contractor Registration**
- Completed **Permit Application** (this permit application)       Residential       Commercial
- Completed applicable **Specific Application Checklist** (for the specific permit)
- All items noted in the applicable **Specific Application Checklist**
- Applicable **Application Processing Fees**

**Complete all fields. Mark N/A if not applicable**

Project Address: _____	
Tax ID#: _____	Valuation: _____
Project/type of work: _____	
Area (Square Feet): Living: _____	Garage: _____ Number of stories: _____
Covered Porch: _____ Total (Square Feet): _____	
Is this property in the floodplain? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, complete the Flood Zone Application	
Does this building have a fire sprinkler? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please select the permit type. Please attach additional information for each project type as listed in <b>Specific Application Checklist</b>	
<input type="checkbox"/> New Construction/Remodel/Addition/Moving/Manufactured Buildings <input type="checkbox"/> Mechanical/Electrical/Plumbing <input type="checkbox"/> Solar Panels <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Fence <input type="checkbox"/> Accessory Building <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Roofing <input type="checkbox"/> Culvert <input type="checkbox"/> Driveway <input type="checkbox"/> Sign <input type="checkbox"/> Demolition <input type="checkbox"/> Flood Zone <input type="checkbox"/> Fire Permit <input type="checkbox"/> Other (specify): _____	
Please use a separate application for Certificate of Occupancy	

*Note: No building permit will be issued until one copy of the recorded final plat has been provided to the City. (Section 48-182 of the City Code of Ordinances)*

**Applicant's Information:**

Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Owner's Information: (If the owner is not the applicant)**

Owner Name: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_  
 Owner Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please complete the following as applicable:

Engineer Name: _____	E-mail: _____ Phone Number: _____
Architect Name: _____	E-mail: _____ Phone Number: _____
General Contractor Name: _____	E-mail: _____ Phone Number: _____
Mechanical Contractor Name: _____	E-mail: _____ Phone Number: _____

Plumbing Contractor Name: _____	E-mail: _____ Phone Number: _____
Electrical Contractor Name: _____	E-mail: _____ Phone Number: _____

**Please note:**

1. Please check the appropriate box for the type of permit being applied for and provide the items as required in the attached applicable Specific Application Checklist.
2. All permits require final inspection.
3. A certificate of occupancy must be issued before any building is occupied.
4. All provisions of law and ordinances governing this type of work will be complied with whether specified or not.
5. The granting of a permit does not give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
6. All the Construction Plans need to be submitted as one PDF (preferable) and the application and supporting documents need to be included as another combined PDF.
7. Brookshire Katy Drainage District (BKDD) approval – Please contact BKDD to obtain the application form. Building permit will not be issued without the approval from BKDD.
8. Brookshire Municipal Water District (BMWD) approval - Please contact BMWD to obtain the application form. Building permit will not be issued without the approval from BMWD.
9. Texas Department of Transportation (TxDOT) approval (if required) - Please contact TxDOT to obtain the application form. Building permit will not be issued without the approval from TxDOT (if required).
10. Construction Site Guidelines:
  - Please remove all tree cuttings and brush from the site. Fresh wounds must be painted within 1 hour after cutting.
  - Please remove trash and debris daily to prevent it from blowing onto adjoining property.
  - Please confine your working hours to reasonable times to abide by the contractor/subcontractor work hour restrictions.

I hereby certify that I have read and examined this application and know the same to be true and correct.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(If other than the applicant. Signed letter of authorization is required if the application is signed by someone other than the property owner)*

**OFFICE USE ONLY:**

<b>City of Brookshire Approval</b>		Date Approved:	
<b>Bureau Veritas Approval Project # Stamp</b>		Date Approved:	

**Total Permit Fee:** \_\_\_\_\_  
 Plan Review Fee: \_\_\_\_\_  
 Inspection Fee: \_\_\_\_\_  
 Administrative Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_  
 Issued Date: \_\_\_\_\_  
 Issued By: \_\_\_\_\_