



Billboard Permit Application

APPLICANT TO COMPLETE ALL NUMBERED SPACES ONLY – PLEASE PRINT

1. JOB ADDRESS					
LEGAL DESC.	LOT NO.	BLOCK	SUBDIVISION/ TRACT		
2.	PROPERTY OWNER				PHONE
3.	BILLBOARD OWNER		MAIL ADDRESS	ZIP	PHONE
4.	CONTRACTOR		MAIL ADDRESS	ZIP	PHONE LICENSE #
5.	ENGINEER			CERTIFICATION #	PHONE
6.	SIZE OF SIGN				
	L	W	SQ.FT.	HGT.	UL#
7.	SETBACK DISTANCE:			8. STREET FRONTAGE:	
9.	IS THERE AN EXISTING USE OR PRINCIPAL STRUCTURE ON THE PROPERTY?				
	_____ YES _____ NO, THE PROPERTY IS CURRENTLY VACANT/UNDEVELOPED				
10.	TxDOT PERMIT # (PLEASE ATTACH A COPY IF APPLICABLE)			DATE ISSUED:	
11.	NUMBER OF SIGN FACES:	SQ.FT.:	12. LOCATED IN A RESIDENTIAL AREA: YES NO		
13.	ILLUMINATED/ ELECTRIC: YES NO	<i>ELECTRIC SIGNS REQUIRE ADDITIONAL INFORMATION (SEE BACK)</i>			
INDICATE WHETHER PROPOSED BILLBOARD IS WITHIN:					
14.	200 FT. OF ANY ON-PREMISE, FREESTANDING SIGN		300 FT. OF A RESIDENTIAL LOT ON THE SAME SIDE OF STREET		
	200 FT. OF ANY SIGNALIZED INTERSECTION		100 FT. RADIUS FROM ANY RESIDENTIAL LOT		
	1,000 FT OF ANY EXISTING BILLBOARD ON THE SAME SIDE OF A "FREEWAY" OR 500 FT. OF ANY OTHER STREET				
15.	TOTAL SIGN(S) VALUATION: \$			PERMIT FEE:	
I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.			Office Use Only:		
			This application was reviewed and found to be in compliance with		
_____ Signature of Contractor or Authorized Agent Date			<input type="checkbox"/> Chp. 5, City Code – Signs <input type="checkbox"/> Plat Reviewed <input type="checkbox"/> International Building Code <input type="checkbox"/> Site Plan Reviewed <input type="checkbox"/> National Electric Code <input type="checkbox"/> Utility Easements <input type="checkbox"/> Licensed Sign Installer <input type="checkbox"/> Floodplain Reviewed		
			_____ Staff Approved for Issuance Date		

DEVELOPMENT CENTER
 700 MAIN CENTER, #122 P.O. BOX 1758
 VICTORIA, TEXAS 77902 (361) 485-3320
 FAX (361) 485-3326

Requirements for Billboard Permit Applications

- Print or type only.
- Complete all numbered blanks that are applicable.
- Off-premise Signs (Billboards) require an initial \$110.00 location review fee. A plot plan, deed and an executed contract between the owner and lessee must be submitted.
- Illuminated/ Electric Signs must be installed by a licensed and qualified person. Please provide the following information:

ILLUMINATED/ ELECTRICAL SIGNS			
#	TYPE OF EQUIPMENT		FEE
	Circuits		
	Fixtures/Outlets		
	Motors- A/C	0-1 Hp	
		1-10 Hp	
		11-25 Hp	
		26+	
	Services	0-60 Amps	
		61-100	
		101-200	
		201-400	
	Meters (Additional Services)		
	Signs		
		PERMIT	\$
		TOTAL FEE	\$

- The Development Center will assist you with any of your questions pertaining to the above.
- Billboard permit application will be reviewed according to the following.
 - 2009 International Building Code
 - Chapter 5, Article XIII of the Victoria City Code
 - National Electrical Code

When the billboard permit application is approved, you will be contacted by the Development Center.

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