



**CITY OF GLENN HEIGHTS SIGN APPLICATION**  
**2118 S. UHL ROAD, GLENN HEIGHTS, TX 75154**  
**INSPECTION LINE: 1-877-837-8775**

**SIGN TYPE**

PERMANENT ATTACHED       PERMANENT DETACHED       TEMPORARY  
 COMPREHENSIVE SIGN PACKAGE

NEW    EXISTING      ILLUMINATED:    YES       NO

DESCRIPTION OF SIGN: \_\_\_\_\_

SIZE OF PROPOSED SIGN: \_\_\_\_\_ VALUATION: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ ALLOWABLE AREA: \_\_\_\_\_ DETACHED HEIGHT: \_\_\_\_\_

**COMPANY INFORMATION (LOCATION OF SIGN)**

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**SIGN COMPANY**

NAME: \_\_\_\_\_ OFFICE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

1. SUBMIT TWO (2) SITE PLANS OR DRAWINGS SHOWING THE SIGN LOCATION AND THE RELATIONSHIP TO BUILDINGS OR STRUCTURE, OTHER SIGNS, PROPERTY LINES, AND PUBLIC STREETS; SHOWING METHODS OF CONSTRUCTION, SIZE, ATTACHMENT TO THE BUILDING OR GROUND, HEIGHT, MATERIALS, ETC.
2. FREE STANDING SIGN OF MORE THAN FIFTY (50) SQUARE FEET AND MORE THAN TEN (10) FEET IN HEIGHT MUST BE DESIGNED BY AN ENGINEER TO WITHSTAND A WIND PRESSURE OF THIRTY (30) PSF AND DESIGNED TO SUPPORT THE DEAD LOAD OF THE SIGN.

**OFFICE USE ONLY**

FEES

ACCOUNT NUMBERS

SIGN PERMIT FEE: \_\_\_\_\_

100-4-00-4301

PLAN REVIEW FEE: \_\_\_\_\_

100-4-00-4305

TOTAL: \_\_\_\_\_

SIGN APPLICATION IS:  APPROVED       DENIED

TOTAL SIGNAGE ON PROPERTY OR ON BUILDING VERIFIED: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_