



Sign Permit Application Form*

This form shall be submitted with each application for a sign permit.
Recommendation: Receive sign permit approval before sign is made.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Sign Contractor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

PROPERTY PROFILE

Property ID # _____

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Plan Sheet/Drawing General Requirements

- ☐ Largest scale possible
- ☐ North arrow
- ☐ Title block with name of applicant and date of submittal
- ☐ Demarcation of property lines

Required Information

- ☐ One (1) complete application
- ☐ Photos of the part of the parcel proposed for signage, where the sign is proposed, as viewed from the street.
- ☐ Location of nearest pavement edge of a public street - in drawing or photo with measurements.
- ☐ Design or a design theme with illustrative examples of each sign type and the proposed general locations of each sign type, to include:
 - ☐ Dimensions
 - ☐ Materials and colors
 - ☐ For freestanding signs, proposed landscaping around the base of the sign
 - ☐ Proposed illumination, including location of fixtures (or annotation regarding internal lighting), and proposed illumination levels

City of Magnolia
SIGN PERMIT APPLICATION FEE SCHEDULE

DATE: _____

PERMIT NO. _____

1. Proposed Sign Type: (enter quantity)

_____ Window Sign or Nameplate \$25.00

_____ Freestanding Sign <160 sq.ft. \$50.00

_____ Attached Sign <160 sq. ft. \$35.00 Attached

_____ Freestanding Sign >160 sq.ft. \$75.00

_____ Sign >160 sq. ft. \$50.00

_____ Multi Tenant Sign \$100.00

2. Electricity : Y / N - If yes, must fill out an electrical permit application.

_____ Inspection fee for Electric Signs \$35.00 Each

3. _____ Temporary Banner \$25.00 (30 days every 6 months/must be attached to building)

4. _____ Temporary Sign(s) \$25.00

5. Total Fees: \$

TOTAL VALUATION OF SIGN: \$ _____

PLEASE ALLOW 5 TO 10 WORKING DAYS FOR SIGNAGE PLAN APPROVAL.

SHOULD THE BUILDING INSPECTOR BE ASKED BY THE PERMIT HOLDER TO RE-INSPECT THE WORK, AND UPON ATTEMPTING TO RE-INSPECT FINDS THAT THE WORK IS NOT READY FOR RE-INSPECTION, THERE SHALL BE A \$35.00 RE-INSPECTION FEE.

Annual Sign Renewal Fee is \$25 per location.

I, the undersigned give sworn affidavit that the construction, placement, and maintenance of the sign does not violate any provisions of the state, county, or municipal law.

I, the undersigned in consideration of the City of Magnolia issuing to me the following signage permit, do herewith agree that I will abide by, observe and fulfill all applicable Building, Plumbing, Sanitation, Fire Prevention, Electrical Wiring, Safety and Health Ordinances, Codes and Laws of the City of Magnolia, County of Montgomery, and the State of Texas in the erection and maintenance of said improvements.

Property Owners Signature:

Date: _____

Signed: _____

Tenant/ Applicants Signature:

Date: _____

Signed: _____

24 to 48 HOURS NOTICE REQUIRED ON ALL INSPECTIONS
TO REQUEST INSPECTIONS, PLEASE CALL BUREAU VERITAS 877-837-8775 M-F

Revised 2/1/2022