

**City of Woodcreek**  
**41 Champions Circle**  
**Woodcreek, Texas 78676**  
**(512) 847-9390; Fax (512) 847-6661**  
**Email: [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov)**

**SIGN PERMIT APPLICATION**

**INSTRUCTIONS TO APPLICANT:** Please provide the information requested on this form. The City must have these items to process your permit:

1. Two (2) site plans or drawings showing the sign location and its relationship to buildings or structures, other signs, property lines and public streets; showing methods of construction, size, attachment to the building or ground, height, materials, etc.
2. Free standing signs of more than thirty-two (32) square feet and more than fifteen (15) feet in height or taller must be designed by a licensed engineer.
3. For illuminated signs, an electrical permit must be obtained (If property is within the City limits).
4. Property owner must sign the application or submit a notarized letter of authorization.

**PLEASE PRINT CLEARLY AND FILL IN ALL THAT APPLY:**

**I. APPLICANT AND PROPERTY INFORMATION**

Construction Address:	
Applicant's Name:	Phone:
Mailing Address:	Phone:
Property Owner's Name:	Phone:
Mailing Address:	
Sign Contractor:	Phone:
Electrical Contractor:	Phone:

**II. SIGN DESCRIPTION**     CANOPY     CONSTRUCTION     TEMPORARY     PROJECTING  
 WALL     FREE-STANDING     BILLBOARD     MONUMENT     ROOF  
 MARQUEE     BANNER     AWNING     OTHER: \_\_\_\_\_

**III. SIGN INFORMATION**

HEIGHT OF PROPOSED SIGN: \_\_\_\_\_ FT  
SIGN SIZE: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ FT  
VALUE OF SIGN: \$ \_\_\_\_\_

**IV. ILLUMINATION**

NON-ILLUMINATED  
 ILLUMINATED (INTERNAL)  
 ILLUMINATED (EXTERNAL)

**V. CONDITIONS OF PERMIT**

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.

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 STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. THE ISSUANCE OF A SIGN PERMIT NEITHER EXEMPTS NOR MODIFIES ANY COVENANTS, DEED RESTRICTIONS, CITY ORDINANCES AND/OR STATE OR FEDERAL LAWS, WHETHER HEREIN SPECIFIED OR NOT.

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

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Information:**

**For City use only:**

Date application, required information and fee received: \_\_\_\_\_

Date of approval/denial: \_\_\_\_\_

Date permit issued: \_\_\_\_\_ Permit # \_\_\_\_\_

Date applicant notified of denial: \_\_\_\_\_ Reason for denial: \_\_\_\_\_

\_\_\_\_\_