



Sign Permit Application Requirements

Monument / Pole Signs

Provide completed permit application along with two (2) sets of the following:

- Site plan – must indicate proposed location of new sign; any existing freestanding signs; setback dimensions from property lines
- Specifications of materials for sign
- Foundation design details accompanied by a State of Texas Engineer's analysis, seal and signature
- Electrical specifications and diagram, if applicable
- Landscape plan indicating required landscaping adjacent to sign, if applicable

Attached Signs

Provide completed permit application along with two (2) sets of the following:

- Building elevation showing the location of the proposed sign on the building
- Picture/drawing of existing signs on the building/lease space
- Indicate length and height of building/lease space
- Drawing of sign design including copy and script
- Details for sign attachment to building
- Specifications of materials for sign
- Electrical specifications and diagram, if applicable

Temporary Signs / Banners / Promotional Signs

Provide completed permit application and include the following information:

- Specifications of materials
- Size and dimensions of banner
- Wording on banner
- Width of building or lease space frontage
- Proposed dates for the banner to be up

Permit(s) must be approved prior to the installation of any sign. There may be other requirements for your particular project, to be determined by the Building Inspector. If you have any questions regarding these requirements, please contact Development Services at 903-567-1841 or email your questions/concerns to blewis@cantontex.com. Our office is located at 201 N. Buffalo and regular office hours are Monday through Friday from 8 a.m. to 5 p.m.