



City of Bastrop, Texas Sign Permit Application

Applicant Information

Address of property where sign is to be located, Zoning & Business name:

Address _____ Unit/ Suite # _____ City/ State/ Zip _____

Business Name _____ Zoning (Ex: C-2, Commercial) _____

Is this project located in the Form Based Code Area? Y or N _____ Is this site Historical? Y or N _____

Number of signs being applied for _____ Estimated value of sign(s) \$ _____

Applicant Name _____

Address _____

Phone _____ Fax _____ Email _____

Property Owners Approval

Property owner signature is required if property/ tenant space is leased or rented.

Property Owner Name _____ Signature _____

Address _____

Phone _____ Fax _____ Email _____

Sign Contractor Information

Sign Contractor firm name _____

Address _____

Phone _____ Fax _____ Email _____

Applicant Signature _____ Date _____



City of Bastrop, Texas

Fee's

****\$50 application fee for first sign, \$5 for each additional sign****

Temporary Signs

- Banner

*Banner Only – max. 8 weeks annually per building or tenant space, sign area not to exceed 48 square feet or 75% of the building or lease space width upon which the sign is located. Height max. 4 feet. All four corners must be securely attached to the building.

Choose Duration: 2 weeks, 4 weeks, 6 weeks, 8 weeks

- | | |
|---|--|
| <input type="checkbox"/> Construction Site | <input type="checkbox"/> Development Information |
| <input type="checkbox"/> Light Pole-Mounted | <input type="checkbox"/> Model home |

Permanent Signs

- | | | | |
|--|---|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Awning/Canopy | <input type="checkbox"/> Suspended | <input type="checkbox"/> Directional | <input type="checkbox"/> Directory |
| <input type="checkbox"/> Kiosk Directional | <input type="checkbox"/> Marquee | <input type="checkbox"/> Projecting | <input type="checkbox"/> Pylon |
| <input type="checkbox"/> Subdivision Entry | <input type="checkbox"/> Re-face of existing sign | | |
| <input type="checkbox"/> Monument Sign: <input type="checkbox"/> Single Tenant <input type="checkbox"/> Multi- Tenant <input type="checkbox"/> w/ electronic message | | | |
| <input type="checkbox"/> Building Wall | | | |

Dimensions of building or lease space frontage (façade) where the primary entrance is located required

Please attach all the following that apply:

- Site plan of property showing accurate location of proposed sign including:**
 - Drawn to an Engineer's Scale
 - Directional Arrows
 - Distances between proposed & existing freestanding signs, onsite and offsite
 - Dimensions of Property
 - Utility connections if applicable.
 - Names of adjacent streets
 - Property lines
- Drawing(s) showing dimensions of proposed sign including:**
 - Sign Message and Illustration Content
 - Sign Face Dimensions and Square Footage
 - Overall Sign Area and Sign Height
 - Construction Materials and Colors
 - Illumination Source (if applicable)
 - Method of Attachment
 - Foundation and Electrical wiring



City of Bastrop, Texas

- Elevations of buildings depicting the following proposed sign types: building wall, awning/canopy, directory, marquee, projecting, suspended and window.**
 - drawn to scale,
 - dimensions of sign location on building, clearance underneath, and distance from surface of the building, and
 - each elevation of the building labeled to correspond with the site plan.
- Any additional information necessary to illustrate compliance with City regulations.**
 - City of Bastrop Sign Code can be reviewed at www.cityofbastrop.org.
 - > Government
 - > Planning & Development in drop down menu
 - > Code of Ordinances from the menu on the left-hand side. Information is in Chapter 3- Building Regulations, Article 3.20- Signs

NOTE: The Sign Regulations require that the applicant make a request for final inspection of the sign within 60 days from the time the permit has been issued, otherwise the permit application shall be considered void.

Planning and Development Department Use Only	
Accepted for Review By:	Accepted for Review Date:
Permit Fee Paid: \$	Permit Number assigned:
Remarks:	
<input type="checkbox"/> Approved <input type="checkbox"/> Resubmittal Required Reason: _____ _____	
Reviewed by:	
Resubmittal Date:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason: _____ _____	
Reviewed by:	
Approved for Construction by and Date: _____	