



Sign Permit Application

City of Fredericksburg – Code Enforcement Department
 126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

Site Information

Tenant Name or Contact Person _____

Historic District/Land Mark (Check if Applicable)

Business Name: _____

Owner (Check if Applicable)

Site Address: _____

Contact Information

Contractor Name: _____

Contact Phone Number: _____

Contact Mailing Address: _____

Contact Email Address: _____

Type of Permit

Temporary Sign

Max size of signage is 16 ft.

30 Days

60 Days

90 Days

120 Days

Fees

\$35.00 Permit Fee for 30 days

\$6.00 Tech fee

Permanent Sign

Select a Sign type

Monument/Ground

Medallion/Shield (HD Only)

Legal Non-conforming

Wall

Fees

\$2.00 per sq. ft minimum of \$30.00 Permit Fee

\$6.00 Tech Fee

Canopy (CBD or HD Only)

Integrated Business (Proof of separate business required)

Projecting (CBD or HD Only)

Sign Characteristics

if freestanding, what is the set-back from the nearest street corner or drive approach?			Ft.
Height to top of sign	Ft.	Total Sign Face Area (one side only)	Sq. Ft.
Illumination <input type="checkbox"/> None <input type="checkbox"/> Internal <input type="checkbox"/> Reflected			



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Submittal Requirements

Drawings submitted need to show the following:	
<input type="checkbox"/>	The location of the proposed sign on the site or the building, including dimensioned references to adjacent building features or nearest property line as appropriate.
<input type="checkbox"/>	Dimensions of the sign and sign structures, including foundation and mounting details
<input type="checkbox"/>	Material, color and electrical specifications
<input type="checkbox"/>	List of sign face area of all existing signs
<input type="checkbox"/>	All applications must include a Site Plan
<input type="checkbox"/>	PDF submissions are required email: rortegon@fbgtx.org

Definition:

Sign – any letters, figures, symbols, trademarks or devices designed to inform people or attract the attention of persons or to an individual firm, profession, business, commodity or service and which is recognizable from any public right-of-way, and which is more specifically defined in the City of Fredericksburg Sign Ordinance – Chapter 29.

Disclaimer:

No person shall erect, construct, alter, repair or relocate a sign without first obtaining a permit from the City of Fredericksburg. Each application shall be accompanied by such drawings, descriptions, and specifications as are deemed necessary by the City of Fredericksburg. After a sign permit has been issued by the City, it shall be unlawful to change, modify, alter, or otherwise deviate from the terms and conditions of said sign permit without prior approvals by Code Enforcement.