



Updated 01-03-24

Sign Permit Application

City of Liberty Community Development Department

1829 Sam Houston | Liberty, Texas 77575

Phone: 936-336-3684 | Fax: 936-336-9846 | Email: permits@cityofliberty.org

Permit Fee: \$100 Per Sign

1. Date ____/____/____
2. Job Address _____
3. Legal Description Lot _____ Block _____ Addition _____
4. Name of Business _____
5. Valuation of Work (Cost + Labor) _____
6. Property Owner _____ Phone _____
7. Contractor _____ Phone _____
8. Contractor E-mail Address: _____
9. Electrical Contractor (If Applicable) _____
10. Class of Work ☐ New ☐ Reface ☐ Replace Existing
11. Sign Dimensions Length _____ Width _____ Total Sq. Ft. _____
12. Height of Sign _____
13. Sign Type ☐ Freestanding ☐ Wall ☐ Canopy ☐ Portable
14. Does sign have any electronic message boards? ☐ Yes ☐ No
15. Does sign have any LED or Lit Channel letters? ☐ Yes ☐ No
16. Plans attached ☐ Site Plan ☐ Wording on Sign
17. All existing buildings on the property _____

18. Minimum Sign Setbacks and Height Limitations

	<i>Minimum Setbacks</i>	<i>Height Limits</i>
Highway 90	10 feet from property line	41 feet
Highway 146	5 feet from property line	41 feet
Highway 146 Bypass	5 feet from property line	41 feet
City Streets	5 feet from property line	21 feet

NOTES:

- No work shall be performed by applicant until permit is issued.
- Signs shall not be located in or on an easement or public right-of-way.
- Electrical permits are separate permits.

SUBMITTAL REQUIREMENTS

- For wall signs, please provide details on how the sign will be attached to the wall. If electric will be provided to the sign, please provide details. Electrical details should include how the electrical will run from the sign to the building and power source.
- For newly constructed pylon and other freestanding signs, please have engineered signed and sealed plans designed for 110 mph ultimate wind speed.
 - Exemption: Signs seven (7) feet or shorter with a sign face no wider than eight (8) feet are exempt from this provision.
- Adopted Codes: 2021 International Building Code (IBC); 2023 National Electric Code (NEC)

Applicant Name (Printed): _____ Date: _____

Applicant Name (Signature): _____ Date: _____

Approved by (Name): _____ Title: _____ Date: _____