



30360 Cougar Bend, Bulverde, Texas 78163
 (830) 980-8832 / fax (830) 438-4339
 www.bulverdetx.gov

SIGN PERMIT APPLICATION

(ONE APPLICATION PER SIGN)

PERMIT # _____ SIGN VALUATION: _____ SQ FT: _____

INSTALLATION ADDRESS: _____

LOCATION NAME: _____

CITY, STATE, ZIP: _____

SIGN COMPANY: _____ CONTACT NAME: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

ELECTRICAL CONTRACTOR: _____ PHONE: _____
 (FOR ILLUMINATED SIGNS)

TYPE OF SIGN STRUCTURE

PERMANENT SIGN: ATTACHED SIGN MONUMENT SIGN GROUND SIGN

TEMPORARY SIGN: SPECIAL PURPOSE * BANNER DEVELOPMENT

*For events sponsored by civic and/or non-profit organizations only.

DID THIS SIGN/SIGN APPLICATION GO BEFORE THE CITY COUNCIL? YES NO IF YES, APPROVAL DATE: _____

ITEMS REQUIRED WITH SUBMITTAL

ITEM REQUIRED	WHEN REQUIRED
<input type="checkbox"/> GENERAL PLAN THAT ILLUSTRATES (TO SCALE): <ul style="list-style-type: none"> • Location of the building, structure, or tract to which or upon which the sign is to be attached or rected • Position of the sign in relation to right-of-ways, easements, buildings, structures existing and/or proposed signs, etc. 	ALL TYPES OF SIGNS AND SIGN STRUCTURES
<input type="checkbox"/> SIGN DRAWINGS (TO SCALE) THAT ILLUSTRATE HIGHT, LENGTH, WIDTH, AND ALL OTHER DIMENSIONS ASSOCIATED WITH THE SIGN	ALL TYPES OF SIGNS AND SIGN STRUCTURES
<input type="checkbox"/> COMPLAINE WITH RESIDENTIAL ADJACENCY STANDARDS	ALL ATTACHED SIGNS
<input type="checkbox"/> ILLUMINATION DETAILING, INCLUDING ELECTRICAL CONTRACTOR COMPANY NAME & PHONE	ALL ILLUMINATED SIGNS
<input type="checkbox"/> COMPLAINE WITH MATERIAL REQUIREMENTS	ALL MONUMENT SIGNS

DETAILS OF PROPOSED SIGN

ATTACHED SIGN	MONUMENT SIGN
STOREFRONT/TENANT AREA WIDTH: _____ FT	HEIGHT OF STRUCTURE: _____ FEET
DISTANCE FROM THE PROPERTY LINE: _____ FT	SIGN DIMENSION: ____ FT x ____ FT SIGN AREA ____ SQ FT
FAÇADE HEIGHT ON WHICH THE SIGN IS LOCATED: _____ FT	SETBACK FROM THE PROPERTY LINE: ____ NUMBER OF SIGNS ____
ILLUMINATION TYPE: _____	IF MORE THAN 1, DISTANCE BETWEEN THE SIGNS: _____ FT
SIGN AREA: _____ SQ FT	SIGN MATERIAL: _____
SIGN WIDTH: _____ FT	BASE MATERIAL: _____
LETTER HEIGHT: _____ INCHES LOGO HEIGHT: _____	ILLUMINATION TYPE: _____
RESIDENTIAL ADJACENCY*: <input type="checkbox"/> YES <input type="checkbox"/> NO <small>*Applicable only if the façade on which the sign is located faces residential uses.</small>	GROUND SIGN
IF YES, DISTANCE FROM THE SIGN TO THE RESIDENTIAL PROPERTY LINE: _____ FT	SETBACK FROM THE PROPERTY LINE _____ FT
	SIGN HEIGHT: _____ FT SIGN AREA: _____ SQ FT
	NUMBER OF SIGNS: _____

Property Owner Acknowledgement:

I acknowledge that I have granted permission to the tenant/applicant to erect/install the proposed sign.

Signature of owner: _____ Date: _____

Applicant Acknowledgement and wind pressure & dead load compliance: I certify that all the information provided above is accurate and the above proposed sign(s) shall be designed and constructed to withstand a wind pressure of not less than 30 pounds per square foot of area and shall be constructed to receive dead loads as required by applicable building code standards.

Signature of applicant: _____ Date: _____

FOR OFFICE USE ONLY:	
Comments: _____	
Approved By: _____	Denied by: _____
Date: _____	Date: _____