



SUBMITTAL REQUIREMENTS: SIGN PERMIT

General Explanation:

The Sign Permit Application is submitted and circulated online to the Planning Division. Applications are administratively reviewed and approval is required. The application will be reviewed in accordance with the procedures and requirements as outlined in Section 6.19 of the Frisco Unified Development Code (UDC). **Please note that some exterior signs require a separate building permit application with additional requirements.**

HOW TO APPLY FOR PERMIT:

1. **Request your [CommunityCore](#) login: Email TOFPermits@townoffrisco.com with your name, email, phone number, and address.** Community Development staff will send you an activation link that must be clicked within 5 days to set up your account. Once your account is set up, you can submit your planning application (see step 2).
2. **Submit your planning permit application through [CommunityCore](#) and upload all pertinent documents in PDF format.**

Community development staff will email you when fees are assessed.

Review the submittal requirements below for applicable plans and documents, which shall be submitted online with the Sign Permit application. Before submitting online, ensure you have all of the information below.

1. General Application Information

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| ☐ Project Street Address & Unit Number | ☐ Applicant Name/Address |
| ☐ Relevant Sign Master Plan | ☐ Building Owner Name/Address |
| ☐ Business Owner Name/Address | |
| ☐ Description of proposed signage including sign wording, proposed locations(s), dimensions, materials, colors, illumination, and height. | |

2. Property Owner Consent

If the applicant is not the owner of the property, a written statement by the owner consenting to this application must be submitted.

3. Homeowners Association Consent

For any improvements proposed on the common area as defined by the homeowners association and/or the Community Development Department require written permission from the homeowners association to which the property is a member.

4. Application Fee: \$30.00 per sign

5. Site Plan

Provide a site plan with a scale of 1"=10' depicting the locations of all existing and proposed signage, public rights-of-way, property lines, easements, grades, buildings, utilities, and landscaping.

6. Elevation Drawing

Provide elevation drawings or photographs of the proposed signage depicting the dimensions, design, colors, materials, source of illumination and building façade or other locations where the proposed signage will be located.

7. Illumination

If illumination is proposed, provide product specification sheets showing compliance with requirements for signage

illumination, including evidence of compliance with the curfew requirement, maximum luminance level, and fixture type.

8. Utility Locates

Utility locates may be required for freestanding signs as determined by the Community Development Department.

9. Master Sign Plan

Required for any development having more than one tenant, business, or use. Master Sign Plans must be approved prior to the submittal of any individual sign permit.

10. Business License

Required for any business wishing to display a sign.

INSPECTIONS

The Community Development Department shall have the authority to make periodic inspections of all existing signs for compliance with this section. Final approval of any sign as erected is contingent upon inspection of said sign for compliance with the approved sign application within fourteen (14) days of erecting the sign. The applicant is responsible for requesting a final sign inspection from the Community Development Department once the sign has been erected.