



City of Willow Park

516 Ranch House Road

Willow Park, Texas 76087

Phone: (817) 441-7108 * Fax: (817) 441-6900

www.willowpark.org

Commercial Signs

Sign Regulations Sec. 14.07.002 Signs requiring permits

Permits. No person shall erect, construct, relocate, alter or repair a sign without first having obtained a permit, except as otherwise provided in this section. This section does not apply to government signs. No sign shall be, erected, created or constructed after the effective date of this article without a permit issued by the city secretary or his designee, except as provided herein.

No permit shall be required for the following signs:

- (1) Signs advertising the sale or lease of real property on which they are located.
- (2) An on-premise sign in existence before the effective date of this article.
- (3) A sign that has as its purpose the protection of life and property.
- (4) A sign or marker giving information about the location of underground electric transmission lines, telegraph or telephone properties and facilities, pipelines, public sewers or water lines or other public utilities.
- (5) A sign erected by an agency of the state or a political subdivision of the state.
- (6) A sign erected solely for and relating to a public election, but only if: The sign is on private property; The sign is erected no sooner than the 30th day before the election and is removed no later than the 7th day after the election; The area of the sign does not exceed thirty-two (32) square feet per sign face; The sign does not exceed ten (10) feet in height; The sign is self-supporting.
- (7) On-site directional signs not exceeding two (2) square feet, provided such directional signs do not contain advertising and are not used as such.
- (8) One unlighted or indirectly lighted sign with names and/or street numbers so long as the area of such sign does not exceed one (1) square foot for each dwelling unit.
- (9) Bulletin boards not over sixteen (16) square feet in area for public, charitable or religious institutions when the same are located on the premises of such institutions.
- (10) One (1) temporary construction sign denoting the architect, engineer, financial institution or contractor when placed upon the site under construction and not exceeding sixteen (16) square feet in area.
- (11) Memorial signs or tablets, names of buildings and date of erection, when cut into any masonry surface or when constructed of bronze or other noncombustible materials.
- (12) Flags, emblems and insignia of any governmental body, [and] decorative displays for holidays or public demonstrations which do not contain advertising and are not used as such and which do not exceed thirty-five (35) feet in height and one hundred (100) square feet in area.
- (13) Temporary signs advertising occasional noncommercial sales (including garage sales, patio and porch sales) shall be limited to three (3) signs not to exceed two (2) square feet each. Signs shall be removed within two (2) days following such sale.

Submittal Requirements:

Commercial Permit Application with an original signature must be complete and submitted with the following information:

(2) Site Plans to include:

- _____ Legal Description (lot, block, subdivision)
- _____ Property lines and lot dimensions
- _____ Proposed location of sign and all existing buildings
- _____ All easements and overhead utilities

(2) Sign Design and Specifications

- _____ Must include all electric devices
- _____ Picture of sign with measurements.
- _____ Contractor Registration required for Sign Contractor and Sign Electrician



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Commercial Permit Application

Building Permit Number: _____		Valuation: _____	
Project Name: _____		Zoning District: _____	
Project Address: _____		Square Foot: _____	
Project Description:			
New <input type="checkbox"/>	Addition <input type="checkbox"/>	Remodel <input type="checkbox"/>	Finishout <input type="checkbox"/>
Sign <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>
Other <input type="checkbox"/>			
Scope of Work: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____		
Name: _____	Contact Person: _____	
Address: _____		
Phone Number: _____	Fax Number: _____	Email: _____

Engineer	Contact Person	Phone Number	Email:
Architect	Contact Person	Phone Number	Email:
General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Energy TPO Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

A Certificate of Occupancy must be issued before any building is occupied

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Building Permit Fee: \$ _____
 Plan Review Fee: \$ _____
 Electrical Permit Fee: \$ _____
 Plumbing Permit Fee: \$ _____
 Mechanical Permit Fee: \$ _____

Total Permit Fees: \$ _____
 Received By: _____
 Date: _____
 BV Project #: _____