



## **CITY OF DEL RIO SIGN PERMIT APPLICATION AND PROCEDURES**

- Application shall include valuation of project. Permit and plan review fee will be based on valuation.
- Permit process time is 5 to 7 working days.
- Contractor requirements: Copies of State of Texas Sign Contractor License or Electrical Contractor License, certificate of insurance, Copy of picture ID and Texas State license of master sign electrician and licensed individuals who will be working on this project.
- Required documents: 2 copies and 1 digital of plans required, plans must be to scale, site plan must show setbacks location of property pins and location of sign, description, size and detail of sign, mounting detail and anchoring of sign, UL listings, voltage and amperage. New electrical circuits must be installed by licensed electrical contractor. (Separate permit is required). All work must comply with the 2014 N.E.C. and 2015 I.B.C. adopted codes. Additional information may be required.
- Signs must meet City of Del Rio Ordinance requirements; our City of Del Rio Sign Ordinance can be viewed on-line at [www.cityofdelrio.com](http://www.cityofdelrio.com) under Municipal codes.
- For signs installed in TX DOT right-a-ways, please contact Texas Department of Transportation Laredo office at (956)712-7400



**CITY OF DEL RIO**  
**SIGN INSTALLATION PERMIT APPLICATION**

City of Del Rio, Code Compliance Department, 109 W. Broadway (mailing address) 114 W. Martin (Street Address)  
Tel: (830) 774-8553 Fax: (830)703-5305, Web site at [www.cityofdelrio.com](http://www.cityofdelrio.com)

Please print clearly, complete all requested information

**SIGN CONTRACTOR INFORMATION**      **LOG#**

Sign Contractor business name:	Contractor's License Number:
Master Sign License Holder:	Master Sign License Number:
Contractors Address:	City/State/Zip:
Contact Phone/cell:	E-mail Address:

**PROPERTY OWNER INFORMATION**

Property Owner:	Mailing Address: City/State/Zip
Phone Number:	E-mail address:
Project Address:	Legal Description Lot:      Block:      Addition:

**SIGN INFORMATION**

**A. Type of Sign (Check One)**

- Wall                    total# \_\_\_\_\_ total Sq. Ft. \_\_\_\_\_
- Ground                total# \_\_\_\_\_ total Sq. Ft. \_\_\_\_\_
- Pole                    total# \_\_\_\_\_ total Sq. Ft. \_\_\_\_\_
- Projecting            total# \_\_\_\_\_ total Sq. Ft. \_\_\_\_\_
- Reface existing      total# \_\_\_\_\_ total Sq. Ft. \_\_\_\_\_

**Give Brief description:** \_\_\_\_\_

**B. Illumination of Sign (Check as applicable)**

- Internal    total # \_\_\_\_\_ Volts: \_\_\_\_\_ Amps: \_\_\_\_\_
- External    total # \_\_\_\_\_ Volts: \_\_\_\_\_ Amps: \_\_\_\_\_
- Neon        total # \_\_\_\_\_ Volts: \_\_\_\_\_ Amps: \_\_\_\_\_
- None        total # \_\_\_\_\_

**Valuation of Project: \$** \_\_\_\_\_ **Permit Fee: \$** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I hereby certify that I am an authorized agent of the owner, and have the owner's consent to enter the property to complete the work. After close review of this application, I further certify that all the information provided is true and correct to my knowledge.

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_