



Sign Review and Inspection Requirements

Sign Review

1. Each sign must be submitted as a separate permit.
2. Only include drawings for the sign you are permitting. If multiple signs are shown on the drawing, you must clearly indicate (large red X or some other clear indication) that those signs are not a part of this permit.
3. Sign area is calculated by drawing a rectangle around the entire sign – not each word or design.
4. Signs that have electricity powering lighting circuits must indicate that they or UL, or other Nationally Recognized Testing Laboratory as determined by OSHA, certified on the plan submitted for permitting.
5. Signs can only be issued to a Registered Sign Contractor, per city ordinance.
6. Signs that include electricity, must also have a Licensed Electrical Contractor or Sign Electrician attached to the permit.
7. **Attached Signs**
 - a. You must include the square footage of all other signs, for the same business, on the building. Attached signs are calculated at 1.5 square feet of allowable signage for each lineal foot of building frontage. For example, a building with 100 lineal feet of building frontage is allowed 150 square feet of signage. The 150 square feet, as indicated in the previous example, is for all attached signs on the building – not 150 square feet per sign.
 - b. Sign area is calculated by drawing a rectangle around the entire sign – not each word or design.
 - c. Only one attached sign is allowed on each façade.
 - d. If signs are to be placed on different facades, please include the square footage of all attached signs. The total area of all attached signs cannot exceed 1.5 square feet for each lineal foot of building frontage.
8. **Monument Signs, Pole signs and Pylon signs** are required to have an engineered foundation. The engineered design must state that the sign is designed to withstand a wind load of 105 mph per the International Building Code.
9. **Temporary Banner Signs** require a permit. Permits can only be issued for a new business that has received a Certificate of Occupancy within the past 90 days. Permits are valid for a maximum of 60 days and only one such permit can be issued. The maximum size for a banner sign is 50 square feet and the banner must be attached to a flat portion of the building so that it does not move or flap in the wind.
10. **Real Estate Signs** require a permit. Signs must not exceed 36 square feet and must be located a minimum of 15 feet from the property line. A final inspection is required to verify the setback.
11. **Special Sign Districts.** Several special sign districts exist within the Town of Addison. Special sign types may be allowed in a special sign district. Please refer to the special sign district regulations for specific allowances.



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Inspections

1. **Inspection Scheduling.** Inspections scheduled via the permitting portal can be requested as late as 7:00 am the day of the inspection. Inspections requested via the inspection request line (972-450-2885) have a cut-off time of 3:00 pm for a next day inspection.
2. **Attached Sign Pre-Inspection.** Attached signs require a pre-inspection. The purpose of the pre-inspection is to verify the size of the sign complies with the approved plans and that any electrified sign has a UL or other approved agency certification. Pre-inspections can be done on site or at our office. All pre-inspections must be scheduled (see item 1 above). Pre-inspections done on site are done in the most efficient time based on inspection load. We can provide a 2-hour window if the contractor calls the inspector between 7:15 am and 8:00 am the morning of the inspection. Inspectors will not know which inspections are scheduled to them until approximately 7:15 am. Contractors can verify which inspector is assigned their inspection by viewing the permitting portal and viewing "Today's Inspections" in the black bar on the initial page of the portal screen. Inspector direct phone numbers are also listed.

Inspections can also be performed at our office. The contractor must schedule the inspection for that day and arrive at the office between 7:00 am and 8:00 am. If the contractor arrives after 8:00 am, the inspection cannot be made since inspectors leave the office at 8:00 am to perform their inspections for that day.

Signs placed on a building without a pre-inspection could be required to be removed or the contractor may need to provide access to the sign via a bucket truck or ladder.

3. **Attached Signs Final Inspection.** The purpose of the final inspection is to verify that the sign spacing complies with the approved plans and to verify that any electrical connections or equipment complies with the Electrical Code. The contractor must provide access to the electrical connection/equipment/drivers that supply power to the sign. If the inspector arrives on site and access is not provided, the inspection will fail and a reinspection fee will be assessed.
4. **Monument Sign Foundation Inspection.** Monument signs must obtain a foundation inspection approval prior to placement of concrete. Additionally, you may be required to provide a survey verifying that the sign complies with the minimum setback requirement.
5. **Monument Sign Electrical Rough/Underground Inspection.** Monument signs also require an underground electrical inspection for any new electrical circuit(s) supplying electricity to the sign.
6. **Monument Sign Final Inspection.** Monument signs require a final inspection to verify that the sign complies with all sizing, setback and electrical requirements. A cut-off switch is required for the electrical at the sign.
7. **Real Estate Sign Inspection.** A final inspection is required to verify the sizing and the minimum setback meets the sign code.



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