

Sign Permit Application

Development Services

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Permit applications must be submitted in-person by the owner or their authorized agent.

Project Location	
Street Address:	
Business Name:	
Owner Name:	
Type of Work (check the appropriate boxes)	
<input type="checkbox"/> New sign installation	<input type="checkbox"/> Reface existing sign
<input type="checkbox"/> Repair existing sign	
<input type="checkbox"/> Other (please describe):	
Description of Work (complete the following)	
Type of signs: <input type="checkbox"/> Temporary <input type="checkbox"/> Attached (Permanent) <input type="checkbox"/> Freestanding (Permanent) <input type="checkbox"/> Other:	Miscellaneous: <input type="checkbox"/> Number of signs proposed/affected: _____ <input type="checkbox"/> Illumination proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> EMC proposed <input type="checkbox"/> Yes <input type="checkbox"/> No
Sign Contractor (complete the following; registration required)	
Company Name:	Email Address:
Contact Person:	Phone / Cell #:
Street Address:	Fax #:
City, State, Zip Code:	
Items Required with Application: (check the appropriate boxes to indicate items submitted with application)	
<input type="checkbox"/> Application (1 completed & signed original)	
<input type="checkbox"/> Plot Plan/Site Plan (3 plan sets with each set bound separately; in lieu of paper plans, may submit electronic plans in PDF format on CD/DVD or USB thumb drive media)	
<input type="checkbox"/> Sign Detail Plans (3 plan sets with each set bound separately; in lieu of paper plans, may submit electronic plans in PDF format on CD/DVD or USB thumb drive media)	
<input type="checkbox"/> Fee (\$100 for permanent signs; \$0 for temporary signs)	
<input type="checkbox"/> Contractor Registration (submit contractor registration application if not registered or renew registration if not current)	
Acknowledgement	
I HEREBY CERTIFY THAT I AM THE OWNER OR AUTHORIZED AGENT OF THE OWNER. AFTER CLOSE REVIEW OF THE APPLICATION I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE; THAT THE WORK SHALL COMPLY WITH ALL PROVISIONS OF KRUM'S LAWS AND ORDINANCES.	
Signature:	Email Address:
Printed Name:	Phone / Cell #:

Sign Permit Application Instructions

GENERAL: A sign permit is required for installation of new permanent signs and for modification or replacement of existing permanent signs. Some temporary signs require a permit. Certain signs are exempt from permit requirements. Please contact Development Services staff for more information regarding permanent signs, temporary signs, or exempt signs.

CONSTRUCTION PLANS & DOCUMENTS: The following plans and documents shall be submitted with the sign permit application. The maximum document/drawing size shall be 24" x 36". In lieu of paper plans, plans may be submitted in electronic format (PDF) on CD/DVD or USB thumb drive media.

1. *Site/Plot Plan* – Plot plan or site plan to scale showing location of existing and proposed signs. For detached signs, dimension distances from signs to building(s) and property lines.
2. *Sign Detail Construction Plans* – Show overall sign dimensions; sign area dimensions (less sign frames), dimensions for sign wording, symbols, and logos. List frame materials, sign materials and other materials. Show actual proposed sign copy. For attached signs, provide dimensioned building elevations indicating existing and proposed attached signs. (*See detailed sign standards below regarding dimensions needed for surface area of a sign, allowable lighting levels, and electronic message center signs.*)

FEE: The sign permit fee is \$100 for permanent signs. There is no sign permit fee for temporary signs.

DETAILED SIGN STANDARDS: The standards below are excerpts from the Sign Ordinance. Please contact Development Services staff for more information regarding detailed sign standards.

1. *Surface Area of a Sign* - The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face excluding structural supports, architectural features of a building or sign structure, nonstructural thematic or decorative trim, or any areas that are separated from the background surface upon which the sign copy is displayed by a distinct delineation, such as a reveal or a border as follows:
 - a. In the case of panel or cabinet type signs, the sign face shall include the entire area of the sign panel, cabinet or face substrate upon which the sign copy is displayed or illustrated, but not open space between separate panels or cabinets.
 - b. In the case of signs painted on a building, or individual letters or graphic elements affixed to a building or structure, the sign face shall comprise the sum of the geometric figures or combination of regular geometric figures drawn closest to the edge of the letters or separate graphic elements comprising the

sign copy, but not the open space between separate groupings of sign copy on the same building or structure.

- c. In the case of sign copy enclosed within a painted or illuminated border, or displayed on a background contrasting in color with the color of the building or structure, the sign face shall comprise the area within the contrasting background, or within the painted or illuminated border.
2. *Lighting* - Lighting should be of no greater wattage than is necessary to make the sign readable at night. Sign illumination may not utilize any exposed light source such as exposed neon or fluorescent tubing or bare incandescent bulbs. All floodlights shall be shielded. No sign, other than electronic message center sign, shall be illuminated, in whole or in part, where the illumination is intermittent or varies in color or intensity from time to time, nor shall any sign be so illuminated that it interferes with traffic or with the effectiveness of or obscures an official traffic sign, device or signal. The use of searchlights is prohibited. Lighting must comply with zoning and subdivision ordinances.
 3. *Electronic Message Center Signs* - Electronic message center (EMC) signs shall be regulated as follows:
 - a. Purpose. Electronic message center sign may comprise up to 50% of the maximum allowable sign area of a monument commercial sign.
 - b. Display. Electronic message center signs shall have a minimum display time of 8 seconds. The transition time between messages or message frames is limited to 3 seconds and may employ fade, dissolve, and other transition effects. Other than for use as a transition effect within the allowable duration of the transition, continuous scrolling, traveling, flashing, spinning, rotating, and similar moving effects are prohibited. Full motion video is prohibited.
 - c. Dimming Capabilities. Electronic message center signs shall have dimming controls, either by photocell or other hardware or via programmable software settings, in order to comply with EMC illumination standards.
 - d. Illumination Standards. The illumination of an electronic message center shall conform to the following:
 - i. Illuminance shall be measured with the EMC off, and again with the EMC displaying a white image for a full color-capable EMC, or a solid message for a single color EMC.
 - ii. Measurements shall be taken perpendicular to the face of the EMC at the distance determined by the total square footage of the EMC. The measurement for distance is calculated by taking the square root of the product of the EMC sign area (square footage) multiplied by 100. For example, the illumination measurement distance for an EMC with a sign area of 25 square feet is 50 feet.

- iii. The maximum difference in illumination for an EMC between the off condition and the white image if color-capable EMC or solid message for single color EMC shall not exceed 0.3 foot candles.