



City of Saginaw

Signs

Required Documents

- Contractors must be registered with the City of Saginaw
 - Must have proof of general liability insurance at minimum \$100,000 with the City of Saginaw listed as a certificate holder
- Permit Application
- Plans that meet currently adopted codes and Saginaw Ordinances

AFTER ALL PERMITS ARE APPROVED.

- Inspections
 - The inspection line is **817-232-4263**
 - Requests made before 7:30 a.m. will be inspected that day.
 - Requests made after 7:30 a.m. will be done the following day.
 - Please give permit number, permit address and type of inspection being requested.

Required Inspections

1. Final

Requirements

- All electric sign must display a UL sticker
- All signs must follow regulations outlined in the City of Saginaw Zoning Ordinance
 - [Zoning Article 8 Sec. 8-10](#)
- If business is located within the Saginaw Boulevard overlay district signage must meet the requirements of the adopted ordinance.
 - [Zoning Article 7 Sec. 7-4 item D.6](#)

City of Saginaw
 Permit Department
 301 S. Saginaw Blvd.
 Bus: 817-230-0453 Fax: 817-232-8565
 E-mail: permits@saginawtx.org



City of Saginaw

Permit Date: _____
 Permit #: _____
 Total Fee: _____
 Receipt #: _____

Sign Permit Application

Permit Address:			
Lot:	Block:	Addition	Zoning:

Property Owner Information

Name:		
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Occupancy Information

Name:		
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Sign Information

Please label each proposed sign drawing with a sign number (1-10) and fill in the chart below

Sign #	Sign Type	Electrical*	Square Footage	Sign Value	Location
1		Yes No			
2		Yes No			
3		Yes No			
4		Yes No			
5		Yes No			
6		Yes No			
7		Yes No			
8		Yes No			
9		Yes No			
10		Yes No			

Description of "Other"

* All electrical signs must show UL listed on drawings

Sign Permit Submittal Requirements

All Types of Signs
Site Plan (to scale) that illustrates: <ul style="list-style-type: none"> Location of the building, structures or property to which the sign(s) are attached or erected. Position of the sign(s) in relation to: right-of-ways, easements, buildings, structures, existing and/or proposed signs etc. Building elevations including height and length (building signage).
Sign Drawings (to scale) that illustrates: <ul style="list-style-type: none"> Height, length, width and all other dimensions associated with the sign(s). Each signs total square footage. Details on sign installation.
Electrical Signs
Electrical signs applications must include illumination details. Electrical signs must be UL listed and have UL sticker attached.

CONTRACTOR INFORMATION

All Contractors must be registered with the City of Saginaw, be validated on the permit, and hold general liability insurance with the City of Saginaw as a certificate holder prior to the permit being released

SIGN CONTRACTOR INFORMATION

Name:		
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

ELECTRICAL CONTRACTOR INFORMATION

Name:		
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

PERMIT REQUIREMENTS

The following guidelines apply for this permit:

1. All electric sign must display a UL sticker
2. All signs must follow regulations outlined in the City of Saginaw Zoning Ordinance
 - a. [Zoning Article 8 Sec. 8-10](#)
3. If business is located within the Saginaw Boulevard overlay district signage must meet the requirements of the adopted ordinance.
 - a. [Zoning Article 7 Sec. 7-4 item D.6](#)

Plans:

All work must meet currently adopted codes and city ordinances. Inspections must be requested for all permits.

This permit, once issued, expires by limitation 180 days from the date of issuance unless construction is commenced and inspection approval is obtained within 180 days of issuance. The authority having jurisdiction shall be permitted to grant an extension of the permit time period for additional 180 days upon written documentation, by the permittee, of a satisfactory reason for failure to start or complete the work or activity authorized by the permit. **Only one extension will be allowed.**

I understand that all permits require phase inspections in addition to a final inspection.

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 herein 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.

Applicant Signature:

Printed Name:

Date: