



City of Willis  
**SIGN PERMIT APPLICATION**

**\*\*A separate permit application is needed for each sign\*\***

**Project Address:** \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contractor Information\*:** **\*Must be registered with the City of Willis**

Company Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Primary Contact(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Cell#: \_\_\_\_\_

**Type of Sign:**

Ground  Wall  Roof  Projection  Marquee  Other \_\_\_\_\_

Single Face  Double Face  Lighted Sign Amps \_\_\_\_\_ Circuits \_\_\_\_\_

\*is there existing electrical? \_\_\_ Yes \_\_\_ No (check one)

Size of Sign: \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_ Number of Existing Signs: \_\_\_\_\_

Height of Sign: Ground to Top \_\_\_\_\_ Ground to Bottom \_\_\_\_\_

Submit two (2) sets of Engineered drawings that are signed, sealed, and dated. Signs must conform to Chapter 150 of the City of Willis Sign Ordinance, the 2009 International Building Code for signs and Wind Load Section 1609. A detailed site plan or survey will need to be submitted, showing property lines, setback requirements, and placement of sign.

Electrical work must be performed by a Licensed Master Electrician. A separate electrical permit is required at the same time of issuance of the sign permit.

**A Penalty Fee of TWO TIMES the permit fee will be added if work BEGINS prior to obtaining the required permit(s).**

**Under no circumstance will paid fees be refunded or transferred.**

**The review process may take 10-15 business days.**

Valuation of Sign: \_\_\_\_\_

Plan Check Fee: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

**TOTAL FEES:** \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date