



In the interest of public health, and the health of our Staff, starting March 23, 2020 Development Services is suspending in-person permit applications. All Sign Permit applications must be made digitally until further notice.

Here are options on how to submit an application digitally:

1. Create an account on the Town of Addison [Citizen Self Service Online Portal \(CSS\)](#). After registering you will be able to apply for a Sign Permit through this portal. Additional instructions are available [HERE](#).
2. If you are unable to utilize the CSS Portal, please complete the application and email it, along with ALL required plans, to registrations@addisontx.gov. If your files are too large to share by email (up to 1GB), please upload to <https://send.firefox.com> (do not use Internet Explorer) and share the generated link in your email. *Note that when the recipient downloads the file, it will be deleted.*

Credit Card payments will be accepted through the online CSS Portal. Once an account is created, you can log into your [CSS Portal](#) and select [Pay Invoice](#). If you applied for the permit online, you will see your outstanding invoice. If you applied by email, an invoice number will be provided for you. You will be able to login and enter the invoice number.

If you have any questions please call 972-450-2880 or email registrations@addisontx.gov. We appreciate your patience and understanding.

**TOWN OF ADDISON SIGN PERMIT APPLICATION****\$75.00**

Received:

Permit Number:

Application must be filled out, signed, and submitted with the following documents attached:**1. SITE PLAN**

- show lot lines, names of adjacent streets, location of existing buildings, any existing signs, and proposed signs
- indicate length of each wall where a sign is proposed or length of individual store front/lease space
- show distance from the sign face to the nearest street curb

2. SIGN PLAN DRAWINGS

- indicate scale, materials, and paint color
- show all letter/logo heights and total effective area

Please note that the Sign Contractor MUST be registered prior to issuance of a sign permit.

Address of Sign			Suite Number	
Wording of Sign			Total Area in Sq. Ft.	
Letter/Logo Height	Sign Height	Sign Width	Height from grade to bottom of Sign	
Estimated Value	Illuminated (Yes/No)	Set back from curb (in feet)	Front	Side
Building Owner			Phone	
Mailing Address		City	State	Zip
Tenant			Phone	
Mailing Address		City	State	Zip
Sign Contractor		Addison Lic. No.	Phone	
Mailing Address		City	State	Zip
Electric Contractor		Addison Lic. No.	Phone	
Mailing Address		City	State	Zip
Type of Sign (Circle appropriate one)			Direction Sign Faces:	
Monument Monument Tenant Panel Reface			N	
Wall/Facia Pole Pole Tenant Panel Reface			W E	
For Sale or Lease Grand Opening Banner Other			S	
Sign Faces: (circle one)				
Single-Faced Double-Faced				
Printed Name		Email		
Date of Application		Signature		

FOR TOWN USE ONLY

Permit Fee:	Payment Method:	Reference#:
Date Approved:	Expiration Date:	Date Issued:
Approved By:		