



Department of Development Services

Building Safety

215 E McKinney St.
Denton, Texas 76201
(940) 349-8360

Sign Permit

Submittal Requirements

There are four main types of signs: attached wall signs, projecting signs, roof signs, and monument/ground/pole signs. Please read over the requirements below for each sign type. In addition to limitations on sign sizes and setbacks in the Sign Ordinance 2014-406, *there are special sign districts that may have additional requirements. Unsafe signs, flashing/moving signs, portable signs, and signs attached to trees are prohibited.*

Attached Wall signs (limits on projection)

- Completed sign application
- Building elevation with sign placement height, dimensions, and square footage breakdown
- Electrical and/or attachment details

Inspections Required: Electric Rough & Final

Projecting (limits on size)

- Completed sign application
- Building elevation with projecting sign placement, dimensions, square footage breakdown, dimension of wall area that sign will be placed on.
- Electrical and/or attachment details
- Measurement from ground to bottom of sign

Inspections Required: Electric Rough & Final

Roof Signs (limits on size and height)

- Completed sign application
- Building elevation with roof sign placement, dimensions, square footage breakdown
- Electrical and/or attachment details
- Height of building, height of sign, and number of stories

Inspections Required: Electric Rough & Final

Monument Sign / Pole Sign / Ground Sign (limits on size, number, and height)

- Completed sign application
- Site Plan showing the sign location, distance from curb and property lines, utility easements, and location(s) of existing ground/monument signs
- Sign dimensions and square footage breakdown
- Foundation plans/footing details, engineered plans required if over 15 feet in height
- Electrical Plans

*Note: Sign survey is required at foundation or footing inspection

Inspections Required: Electric Rough, Footing/foundation, Final

This list is not all inclusive and some signs may require additional information. Reface of an existing sign does not require a permit. Any further sign related questions should be directed to Building Safety Zoning Enforcement Officers at (940)349-8360.