



# Sign Permit

## Application Information

### **Included in this Packet:**

- Sign Permit Application Checklist
- Sign Permit Application
- Road Types
- Land Development & Permit eSystem
- Information Electronic Messaging Centers - Timing and Illuminance Requirements
- Sign Permit Application
- Banner Permit Application (include if requesting a new occupancy banner)

# Sign Permit Process

## Steps:

- 1 Obtain and review a copy of the Sign Ordinance online at [Municode](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIIIIZOD_ECO_CH8ZODEST_ARTIXSI).  
[https://library.municode.com/tx/round\\_rock/codes/code\\_of\\_ordinances?nodeId=PTIIIIZOD\\_ECO\\_CH8ZODEST\\_ARTIXSI](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIIIIZOD_ECO_CH8ZODEST_ARTIXSI)
- 2 Determine if this property lies within a Planned Unit Development (PUD) as specific requirements related to signage may be required within the assigned PUD.
- 3 Submit the completed application, including the supporting documents listed below to the Building Inspections Department and pay the required fee. For illuminated signs, the sign company must have a registered Electrical Sign License with TDLR.
- 4 The Building Inspections Department distributes the application to the appropriate reviewing authorities.
- 5 Reviewers will contact the applicant if there is a problem with the submittal or if more information is needed for approval.
- 6 When the review is complete and all comments are adequately addressed by the applicant the permit is issued and the applicant will be notified by the Building Inspections Department.
- 7 Once the sign installation is complete, the applicant must schedule a final inspection with the Building Inspections Department. Please call them at 512-218-5550 for instructions

## Information required for submittal:

- 1 Dimensioned drawing showing the sign elevation from the proposed grade level and all sign dimensions: sign display area(s), height of the sign base, total sign height, etc.
- 2 Free standing signage: a copy of the site plan showing the measured location of the sign, the location(s) of all existing free-standing signs on the property, and all of the required setback(s) and utility easements for the signage being sought. The sign design must be signed and sealed by a Registered Professional Engineer.
- 3 Building Signage: show the placement of all signs in relation to other architectural features on the building, and the length of the occupant frontage.
- 4 Appropriate construction plans, wiring diagrams, materials schedules, illumination, attachment detail, lettering types and any other construction details for the sign.
- 5 One or more optional photographs of the sign, if it has already been fabricated (NOT a substitute for the required elevation drawings).

## Land Development and Permit eSystem

The City of Round Rock has implemented a Land Development and Permit eSystem accessible by project applicants and/or their representatives. This on-line system will allow users to see the progress of development projects, access review comments, schedule inspections and more. The most efficient way to find what you are looking for is to search by permit number, which will be given by the department you submit your application to. Click on this [link](#) and save it to your favorites in order for this site to be easily accessible in the future. You may also go to [www.roundrocktexas.gov](http://www.roundrocktexas.gov) and click on the Development/Permit Tracker listed under online services on the left side of the home page.

## Electronic Messaging Centers Timing and Illuminance Requirements

Please note the following requirements for Electronic Messaging Centers (EMC's) as stated in the City of Round Rock's Sign Ordinance located in Part III:

- **Sec. 8 - 78(f)(7).** EMCs shall not change their message more than once every eight seconds and shall not be animated. Transitions shall be static/instant, with a transition time of one second or less.
- **Sec. 8 - 78(f)(8).** The illuminance of an EMC shall be measured with an illuminance meter set to measure foot candles accurate to at least two decimals. 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. All measurements shall be taken perpendicular to the face of the EMC using the following formula:

$$\text{Measurement distance} = \sqrt{[(\text{sign display area of EMC}) \times 100]}$$

The difference between the off and solid-message measurements using the EMC measurement distance formula shall not exceed 0.3 foot candles at night.

- **Sec. 8 - 78 (f)(9).** All EMC's shall have automatic dimming capability that adjusts the brightness to the ambient light at all times of the day and night and shall be able to be adjusted to comply with the 0.3 foot candle measurements in subsection (8) above.

The illuminance measurement must be included on the sign specifications sheet for any proposed electronic messaging centers and shall be submitted with your sign permit application. For questions or additional information please contact Veronica Chandler at (512)341-3320 or [vchandler@roundrocktexas.gov](mailto:vchandler@roundrocktexas.gov).

# City of Round Rock Texas Sign Permit Application

Office use only:

Permit No. SIGN \_\_\_\_\_ - \_\_\_\_\_

Use this application for permanent signage. For banners or scrims, use the banner permit application. Sign Code information can be found at [www.roundrocktexas.gov](http://www.roundrocktexas.gov). Search Municode for Signs.

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

Business Address (City/State/Zip): \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## Project Information:

### 1) Property Acreage:

☐ Less than 5 acres ☐ 5 acres or more

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

### 2) Does this property lie in one of these special areas:

☐ Downtown Master Plan ☐ Planned Unit Development (PUD): \_\_\_\_\_  
☐ Original Settlement (*Historic, Palm Valley or Chisholm Trail Overlay*)

## Proposed Signage:

- For building signage or freestanding signage, please use the attached worksheets.
- Is this a special purpose signs: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which of the following apply?  
☐ Area Identification ☐ Neighborhood Information Kiosk  
☐ Subdivision Marketing ☐ Model Home Complex  
☐ Other (Please describe) \_\_\_\_\_

## Checklist: Information Required for Submittal

### Freestanding Signs

- ☐ Scaled drawing showing the sign elevation from the proposed grade and **all** sign dimensions: sign face(s), sign pole(s), sign foundation, etc.
- ☐ A copy of the site plan showing the measured location of the sign, the location(s) of all existing free-standing signs on the property and on adjacent properties, and all of the required setback(s), utility easements, and rights-of-way for the signage being sought. Also include any existing and proposed landscape on the drawing. The sign design must be signed and sealed by a Registered Professional Engineer.

### Building/Wall Signs

- ☐ Dimensions of the building façade where the sign is proposed to be installed.
- ☐ Appropriate construction plans, wiring diagrams, materials schedules, description of illumination, attachment detail, lettering types and any other construction related details for the sign.

### All Signs

- ☐ One or more photographs showing the proposed placement of the sign. This is NOT a substitute for the required elevation drawings.

City of Round Rock Texas  
**Sign Permit Application**

**Application Fees:**

APPLICATION TYPE	Total Valuation	Fee (City use only)
Building Signage*		
Freestanding Signage*		
Other signage*		
<b>Total Fee:</b>		

*\*Total the valuations for each sign type to include in the application fee chart.*

**Sign Contractor Information:**

Corporation/Firm Name (if applicable): \_\_\_\_\_

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

Contact Person's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

***Applicant Signature***

*I, as the prime consultant have prepared this submittal to the best of my ability and have determined that the information provided in this submittal is true, complete, and accurate.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Property Ownership Information (not the business owner):**

Corporation/Firm Name (if applicable): \_\_\_\_\_

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

Contact Person's Individual Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

***Owner Affidavit(Property owner, leasing agent, etc.)***

*I, as the owner of the subject property or acting as the owner's authorized agent, hereby authorize the aforementioned sign contractor to act on my behalf concerning all matters related to this sign application.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Please be advised, incomplete applications will not be reviewed. \*\***

City of Round Rock Texas  
**Sign Permit Application**

**Required Sign Information: Building/Wall Signs**

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

Business Address: \_\_\_\_\_

Total number of building signs: \_\_\_\_\_

☐ By checking this box, you are stating that proposed signage is not within 10% of any architectural features.

*Dimensional drawings and building elevation drawings are required before the application can be reviewed. Road type classifications are listed in the Sign Code (Art. IX - Signs, Sec. 8-74).*

Sign	Sign Type Wall, Hanging or Projecting, Awning or Canopy, Vehicle Service. Canopy, Parking Garage	Road Type Freeway Commercial Neighborhood Special Area	Occupant Frontage* (LF)	Sign Area (SF)	Material(s)	Illumination Internal, External Halation, None, LED?	Valuation (\$)
#1							
#2							
#3							
#4							
#5							
Total valuation of building signage:							

\* Occupant frontage is the width of the wall of a business where a wall sign is proposed.

# City of Round Rock Texas Sign Permit Application

## Required Sign Information: Freestanding Signs

Project Name: \_\_\_\_\_

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

Total number of freestanding signs: \_\_\_\_\_

***\*\*A site plan with sign location, adjacent easements, ROW, landscape plan, and construction details for each sign are required before the application can be reviewed. The sign location drawing may need to be signed and sealed by a Registered Professional Engineer. An engineer certified wind load calculation is required for signs over four (4) feet high.***

Sign	<u>Sign Type</u> Monument, Low-profile, Pylon, Pillar, Post/panel, Armature	Material(s)	Total height	<u>Road Type</u> Freeway, Commercial, Neighborhood, Special Area = Downtown, Original Settlement aka OS & DT	Front & Side Setback	<u>Illumination</u> Internal, External, Halation, None, Other, Type: LED?	EMC Area	Sign Valuation (Material and labor)
		Sign display area (sq. ft.)	Base height		Distance to nearest freestanding sign		Display Interval	
#1								
#2								
#3								
#4								
#5								
Total valuation of freestanding signage:								

Return to: Planning & Development Services Dept.  
301 W. Bagdad Ave. #210, Round Rock, TX 78664  
Ph. 512-218-5428 Fax. 512-218-3286  
[PDSintake@roundrocktexas.gov](mailto:PDSintake@roundrocktexas.gov)