



1200 East Broad Street, Mansfield, TX 76063
 www.mansfieldtexas.gov Fax: 817-477-1416

Promotional Signage Display Application

Installation Address		Suite No.	
Tenant/Business			
Applicant*		Phone No.	
*Will be called for any questions and/or when the permit is ready for pick-up		E-mail:	
Sign Company			
Co. Name		Contact Person	
Phone No.		E-mail	
Purpose of Sign			
Special Event <input type="checkbox"/>	Sale or Promotion <input type="checkbox"/>	Grand Opening <input type="checkbox"/>	Other <input type="checkbox"/>
Date Requesting Display to Begin		*signs are not allowed to be put up until permit is issued and paid for	
Type of Sign			
Banner <input type="checkbox"/>	Quantity:	Height and Width in Feet	
Rooftop Balloon <input type="checkbox"/>	Quantity:	Wind Signs (pennants, streamers) <input type="checkbox"/>	Quantity:
Please read and Include the Following Information With This Application <i>THIS PERMIT APPLICATION WILL BE AUTOMATICALLY DENIED IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.</i>			
1. SIGN CONTENT: For all signs, include a simple drawing or attach a picture of the sign, showing sign content and dimensions. List everything that you plan to put up for the promotion.			
2. SITE PLAN SHOWING LOCATION OF SIGN(S):			
A. For wall signs or banners, include a drawing of the face of the building with the sign(s). Label dimensions of buildings and sign(s).			
B. For all other signs, show the sign and its relation to the building on the property and to the lot boundaries. Label distances of sign(s) from building and lot boundaries.			
3. NOTE: One promotional signage display, (temporary signs such as banners, balloons, streamers or any kind of wind sign) is permitted three (3) times in a calendar year, for a maximum of fourteen (14) consecutive days. A minimum of ninety (90) days is required between each display. One (1) Grand Opening display is allowed for a period of twenty-one (21) consecutive days within the first three (3) months of the date of issuance of a certificate of occupancy or business license.			Permit Fee \$40

Applicant's Signature			
Property Owner or Manager Printed Name & Signature		*REQUIRED	
FOR OFFICE USE			
Comments			
Planning Dept	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date