



**Sign Permit
Rules and Regulations**
Community Development Department

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522
www.shenandoah.tx.us

The following information is provided to assist you with procedures and requirements for submitting a permit request. If you have any questions after reading this information, please contact our Customer Service Representatives at 281-298-5522.

The City of Shenandoah has adopted the 2018 International Codes, 2020 National Electrical Code and 2018 IECC. Local ordinances may be viewed at www.shenandoah.tx.us.

Commercial general contractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrence along with workers' compensation coverage; the City of Shenandoah is required to be a Certificate Holder. Commercial subcontractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrences unless Texas state law requires a lesser amount in which case the City will accept the lesser amount; the City of Shenandoah is required to be a Certificate Holder.

Residential general contractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrence; the City of Shenandoah is required to be a Certificate Holder. Residential subcontractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrences unless Texas state law requires a lesser amount in which case the City will accept the lesser amount; the City of Shenandoah is required to be a Certificate Holder.

The City of Shenandoah will no longer accept payment via credit card for fees and fines assessed to building projects. The City of Shenandoah's current fee schedule is posted for review on the City of Shenandoah website, www.shenandoah.tx.us. The City of Shenandoah strictly adheres to the collection of current fees and fines.

Our typical plan review time for signs is 20 business days; however, this depends on the current work load and the size of the project you are submitting. A complete set of plans must be submitted. If, during review, information listed below has not been submitted, the plan review will stop and you will be notified that the plans are incomplete. After a second plan review an additional fee will be charged. If plans are resubmitted with any changes/corrections please clearly designate the changes/corrections by clouding the area.

Construction hours are Monday thru Sunday 7 A.M. to 10 P.M.

All signs are permitted separately including construction, temporary and permanent sign.

Any person installing a sign without obtaining the required permit will be charged \$250.00 per day. A citation may be issued also for each day the sign is displayed without a permit.

General Information

- Projects must not be started until plans have been approved and the permit has been paid for.
- Permit must be posted on the back of the sign or onsite.
- Electrical permits will be issued separately.

- Monument and pole signs must provide engineered stamped drawings.
- Signs must be UL Listed
- If the applicant is a lessee or contract purchase, applicant must obtain the owner's written authorization to file the application.
- Within 60 days of being issued a Sign Permit, the Sign shall be completed and applicant will provide the Sign Certification to the City. If a sign is not completed within 60 days, the Sign Permit is null and void.

Documents for Plan Review

All drawings and site plans shall be submitted digitally. Plans may be submitted to plans@shenandoah.tx.us, please note that plans will not be reviewed until the application and payment is received.

- Provide a complete application along with site plan detailing where the sign will be located;
- Drawings of sign along with a color legend;
- Dimensions of sign;
- Provide what type of fixtures will be used to mount the sign;
- If a wall sign include linear footage of evaluation on building wall.
- Monument signs need to call out the clear sign triangle to ensure the sign does not obstruct motorist views.

Inspections

- Foundation inspection
- Installation inspection
- Final inspection
- Electrical cover inspection
- Electrical final inspection

It is the responsibility of the owner/contractor to comply with all adopted codes by the City of Shenandoah. Additional information may be required to ensure code compliance. Any contractor who has not completed the required inspections will be placed on hold and will not be eligible to pull any permits until the required inspections are satisfied. Any oversight on the part of the city during plan review or inspection does not relieve the owner/contractor from complying with all applicable codes.

City approved plans must be on-site for each inspection.

I have read the information as stated above.

Company Name

Date

Printed Name

Signature

Email Address

Contact Number