



## **SIGN SUBMITTAL APPLICATIONS & REQUIREMENTS**

### **Documents attached:**

- Contractor Registration Application
- Sign Installation Permit Application
- Commercial Building Permit Application

### **Please submit the following for new sign:**

#### **Sign Registration Application**

- Copy of Texas Driver's License or photo ID
- Proof of \$100,000.00 general liability insurance or \$5,000.00 surety bond
- Check for fee of \$75.00 (annual registration fee) payable to the City of Melissa

#### **Sign Installation Permit Application**

- Two (2) copies of site plan showing location of sign with measurements from property lines.
- Two (2) copies of drawing of proposed sign with list of material to be used and measurement of sign including height from ground to top of sign.
- Check for fee of \$75.00 payable to the City of Melissa

#### **Commercial Building Permit Application**

- Two (2) copies of site plan
- Two (2) copies of drawing of proposed sign with list of material to be used
- Contact Permit's Office at 972-838-2036 with valuation of project to determine permit fees.

### **SUBMIT TO:**

**DEVELOPMENT AND NEIGHBORHOOD SERVICES  
3411 BARKER AVENUE  
MELISSA, TEXAS 75454**

The City of Melissa sign ordinance is available at:

[http://library.municode.com/HTML/13543/level2/CH3BUCO\\_ART3.1000SIRE.html#TOPTITLE](http://library.municode.com/HTML/13543/level2/CH3BUCO_ART3.1000SIRE.html#TOPTITLE)



# City Of Melissa

DEVELOPMENT AND NEIGHBORHOOD SERVICES  
3411 BARKER AVENUE  
MELISSA, TEXAS 75454  
PHONE: 972-838-2036  
FAX: 972-837-2846

## CONTRACTOR REGISTRATION APPLICATION

Contractor Registration Application must be presented with applicant's original signature. Application submittals will be accepted via facsimile, email or other digital communication. All applications sent by USPS mail or delivered by courier should be presented to the attention of the Development and Neighborhood Services 3411 Barker Avenue. Incomplete submittals will delay the review process and/or may cause denial of the Contractor Registration Application.

**PLEASE SELECT ONE (1) OF THE FOLLOWING:**

General Contractor  Mechanical Contractor  Electrical Contractor  Plumbing Contractor  
 Irrigation Contractor  Fence Contractor  Sign Contractor  3<sup>rd</sup> Party Rater  Structural Engineer  OSSP Installer

**APPLICANTS ARE REQUIRED TO PROVIDE THE FOLLOWING WITH CONTRACTOR REGISTRATION APPLICATION SUBMITTAL:**

1. Copy of each valid Master License, Journeyman License, Wireman or certificates of applicable trade, along with a Copy of each license holder's valid Texas Driver's License or Photo ID
2. Proof of Liability Insurance
3. HERS Providers (3<sup>rd</sup> Party Rater) must provide a copy of the signed RESNET Letter, EPA Agreement, and a list of all Raters employed by the Provider, Engineer of Record (Structural Engineer) must provide \$1 million professional liability insurance
4. \$75.00 Registration or renewal fee. (Fees are not pro-rated.)
5. Sign Contractors must include a valid Master Electrical License or valid Electrical Sign Contractor License.

	NAME:	EMAIL ADDRESS:
COMPANY NAME:		
	ADDRESS:	TELEPHONE:
	NAME:	EMAIL ADDRESS:
RESPONSIBLE INDIVIDUAL:		
	ADDRESS:	TELEPHONE:

1. CONTRACTOR REGISTRATION **MUST** BE RENEWED ANNUALLY. PERMITS **WILL NOT** BE ISSUED TO ANY INDIVIDUAL OR COMPANY THAT DOES NOT HAVE A CURRENT CONTRACTOR REGISTRATION WITH THE CITY OF MELISSA.
2. I ALSO ACKNOWLEDGE THAT ANY TRASH REMOVED FROM THE CITY OF MELISSA WILL BE PROPERLY DISPOSED.
3. I HEREBY ACKNOWLEDGE I HAVE READ AND EXAMINED THIS CONTRACTOR REGISTRATION APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT.

ACKNOWLEDGEMENT:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's name (Please Print Legibly)

## CONTRACTOR REGISTRATION APPLICATION (Continued )

It shall be unlawful for any person, firm, corporation or business entity in the business of contracting services which require, by State law or local ordinance, a license to perform such services, to, including but not limited to, erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any plumbing, electrical, mechanical, irrigation and/or private sewage disposal system in the City of Melissa, unless such person, firm, corporation or business entity is the holder of a valid registration with the City of Melissa. Such person, firm, corporation or business entity shall be herein designated applicant or registrant.

Any work discovered that is performed with a required Licensed Contractor will be identified to prevent reuse and shall be removed. Multiple violations by a registered Contractor will result in suspension of the Contractor Registration, the right to obtain permits to work in the City, and/or may include the issuance of citations and reporting to the State.

Type	Valid Texas Driver's License or Photo ID	Liability Insurance	Master License Required	All Journeymen and Master must be listed	Annual Registration Fee
General	YES	YES	YES	YES	YES
Electrical	YES	YES	YES	YES	YES
Plumbing	YES	YES	YES	YES	NO
Mechanical	YES	YES	YES	YES	YES
Irrigation	YES	YES	YES	YES	YES
Fence	YES	YES	YES	YES	YES
Sign	YES	YES	YES	YES	YES
Backflow	YES	YES	YES	YES	YES
3rd Party Rater	YES	YES	YES	YES	YES
Engineer of Record	YES	YES	NO	NO	NO

List anyone authorized to sign permit applications:

Name:

Phone:

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*If no one is listed above, the owner will be the only person able to sign on behalf of the company.*

OFFICE USE ONLY:		
DATE _____	<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK # _____



## **CITY OF MELISSA**

### **SIGN INSTALLATION PERMIT APPLICATION**

No sign, other than those exceptions listed in paragraph 3.1010 of Chapter 3, Article 3.1000 (Permissible Signs That Do Not Require the Issuance of a Sign Permit) of Melissa's Code of Ordinances No. 07-35, shall be erected, placed, attached, or secured to the ground, any building, or any structure, until a permit for such sign has been issued by the Building Official. The permit fee shall be set forth in Appendix A, §9.00(a) of the Code of Ordinances.

No person shall install, erect or maintain any sign, except signs for which a permit is not required, or contract for such service, until such person has applied to the Building Official for a license to install, erect and/or maintain signs, and until such license has been approved and issued.

NOTE: You may be required to obtain a sign contractor's license to install, erect, or maintain signs within the City. See paragraph 3.1004(c) of Chapter 3, Article 3.1000, for exceptions to this requirement.

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of sign owner/responsible person (if different): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Type of sign to be installed: \_\_\_\_\_

Location of sign: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I am familiar with and will comply with any and all ordinances of the City of Melissa ("the City") regarding the sign for which this application is submitted. I hold the City harmless against all damages or liability which may accrue against it by reason of faulty installation, erection, demolition, repair, removal or defects in, or collapse of, any sign I install or erect within the City for a period of one (1) year after erection or for such period of time that such sign is maintained or serviced by me or under my direction as the maker of any required bond, whichever is longer. I further provide for the indemnification of any person who shall, while upon public property or in any public place, incur damage resulting from faulty installation, erection, demolition, repair, removal or defeats in, or collapse of, the sign for which application is hereby made.

\_\_\_\_\_  
Signature of applicant Date: \_\_\_\_\_

**Attachments:** \_\_\_\_\_ Diagram of sign showing size of sign and material for sign.  
\_\_\_\_\_ Site plan with location marked, and, if applicable location on building.  
\_\_\_\_\_ Permit fee (\$ \_\_\_\_\_)

## **SIGN INSTALLATION PERMIT APPLICATION - Page 2**

### **APPROVAL:**

Approved / Disapproved

Date: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Reason if disapproved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Receipt of permit fee (is) (is not) acknowledged (amount \$ \_\_\_\_\_).

Approving official \_\_\_\_\_ Title: \_\_\_\_\_

### **Notes to licensee:**

- 1. This approval constitutes your authority granted by the City to install, erect, and maintain, within the City, only the sign(s) for which you have herein made application and which are hereby approved. Such installation, erection, and maintenance must be in accordance with applicable state and City laws and ordinances existing at the time of approval.**
- 2. The Building Official reserves the right to perform an inspection of all signs. The purpose of the inspection is to ensure that the sign has been constructed in accordance with this Ordinance, any other applicable ordinances, and the applicable permits. The method and time of such inspections shall be determined by the Building Official.**



# City of Melissa

Phone Number: 972-838-2036

3411 Barker Ave.

Fax: 972-837-2846

Melissa, Texas 75454

## Commercial Building Permit Application

Building Permit Number:		Valuation:																
Project Name:		Square Foot:																
Project Address:																		
Project Description:																		
Sign	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Remodel	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Finishout	<input type="checkbox"/>	Other	<input type="checkbox"/>			
Scope of Work:																		
Owner Information:																		
Name:		Contact Person:																
Address:																		
Phone Number:		Fax Number:		Mobile Number:														
Tenant Information:																		
Name:		Contact Person:																
Address:																		
Phone Number:		Fax Number:		Mobile Number:														
Engineer	Contact Person		Phone Number		Fax Number													
Architect	Contact Person		Phone Number		Fax Number													
General Contractor	Contact Person		Phone Number		Contractor License Number													
Mechanical Contractor	Contact Person		Phone Number		Contractor License Number													
Electrical Contractor	Contact Person		Phone Number		Contractor License Number													
Plumbing Contractor	Contact Person		Phone Number		Contractor License Number													
TPO Energy Provider	Contact Person		Phone Number		Contractor License Number													

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

### **A certificate of occupancy must be issued before any building is occupied.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

### **OFFICE USE ONLY:**

Approved by:		Date approved:	
Building Permit Fee:	Water Connection Fee:	Total Fees:	
Plan Review Fee:	Sewer Connection Fee:	Issued Date:	
Plumbing Permit Fee:	Meter Installation Fee:	Issued By:	
Mechanical Permit Fee:			
Electrical Permit Fee:		BV Project #	