



## Sign Permit Application Administrative Completeness Checklist

All applications must be deemed administratively complete by the City of West Lake Hills before the permit review process will begin.

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- Completed and signed Sign Permit Application
- Color renderings of proposed sign(s) to scale including sign dimensions, details on sign materials, letter height and lighting specifications as applicable
- Elevation views of sign on building
- Landlord/owner approval letter
- Business license/DBA for commercial signage
- Calculations showing structure is designed for dead load and wind pressures in any direction (if required by City Administrator)
- Permit application fee:
  - (a) Permit application (temporary, permanent or banner style): \$25.00.
  - (b) Each commercial type: \$50.00.
  - (c) Subdivision or monument: \$100.00.
  - (d) Site development: \$100.00.
  - (e) Each variance:
    - (1) Commercial: \$500.00.\*\*\*
    - (2) Residential: \$250.00.\*\*\*
  - (f) Sign impoundment: \$25.00.

\*\*\* An additional fee of \$150.00 will be added for notification costs.  
(Ordinance 315, att. A, sec. 4, adopted 9/21/15)