

ARTICLE III. PERMIT REQUIREMENTS

Section 11-04. Permit required to erect or install a sign.

A. PERMIT REQUIRED. No sign, other than those exceptions listed in this chapter, shall be erected, re-erected, constructed, altered, or maintained, except as provided by this chapter and after a permit for the same has been issued by the Building Inspection division of the Community Development department. Except in the Old Town Design District or Old Town Center District, re-facing an existing legal sign shall not require a permit. A separate permit shall be required for a sign for each business entity, and a separate permit shall be required for each group of signs on a single sign structure. In addition, electrical permits shall be obtained for interior or exterior lighting. Application for a permit required under this chapter shall be made upon forms furnished by the Building Inspection division of the Community Development department. Such application shall contain the location by street and number of the proposed sign structure, as well as the name and address of the sign owner and the sign contractor or erector. The Building Official may require the filing of plans or other pertinent information where in his opinion such information is necessary to ensure compliance with this chapter.

B. TO WHOM ISSUED. No permit for the erection of any sign, with the exception of banner and vertical pole banner signs, shall be issued to any person other than those registered and insured in the city in accordance with this chapter.

C. NOT TO ISSUE FOR PROHIBITED LOCATIONS. No permit shall be issued under this chapter for any sign in a zoning district where signs are prohibited by this chapter.

D. FEES. The fees for sign permits shall be set forth in the Lewisville City Code, Article VIII, Section 2-201; provided however, the fee for a sign permit for a sign, which conforms to the requirements of this chapter but was constructed without a permit, shall be twice the cost of the standard permit fee.

E. APPEAL FROM DENIAL. Any applicant for a sign permit whose request is denied by the Building Inspection division of the Community Development department, for noncompliance with this chapter, may appeal such decision to the City Council by submitting an appeal request to the City Secretary within ten (10) calendar days from the date of the denial notification. The decision of the City Council shall be final.

F. EXPIRATION OF PERMIT; RENEWAL. Any permit issued pursuant to this chapter shall become null and void if the work authorized is not commenced within sixty (60) days from the date of issuance, or if the work is suspended or abandoned for a period of 120 days at any time after the work is commenced. Before such work can be recommenced, a new permit shall be obtained and the fees shall be the same as required

for the original permit, except that no plan-check fee will be charged provided no changes have been made to the original plans.

G. SUSPENSION, REVOCATION. The Building Official may, in writing, suspend or revoke a permit issued pursuant to this chapter whenever such permit is issued in error or issued on the basis of incorrect information or where the work is done in violation of any ordinance, regulation, or any provision of this chapter.

H. ENFORCEMENT AUTHORITY. The Building Official is hereby authorized and directed to enforce all the provisions of this chapter.

I. RIGHT OF ENTRY. Upon presentation of proper credentials, the Building Official may enter, at reasonable times, any building, structure, or premises in the city to perform any duty required by this chapter.