



ATTACHED SIGN PERMITS

FREQUENTLY ASKED QUESTIONS

DO I NEED A PERMIT TO INSTALL A SIGN ON THE BUILDING?

Yes.

HOW BIG CAN MY ATTACHED SIGN BE IN A RETAIL BUILDING?

Typically, the maximum size is 1 square foot per 1 linear foot lease space width.

PERMITS & FEES

A permit is required for installing a sign on the building façade.

The fee is \$100.

SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Typical submittal requirements for Attached Sign permits include, but are not limited to, the following:

- Photo sim of the sign on the façade in PDF.
- Sign Details showing dimensions, colors, materials and type of illumination in PDF.

The applicant must provide the names of the general contractor and subcontractors performing the work. All must be currently registered as contractors with the City of Coppell. Administrative staff will confirm that contractors are registered before the permit is issued.

Submittal requirements may vary depending on the scope of work. Additional documents may be requested by City staff.

TYPICAL REQUIRED INSPECTIONS

Typical inspections for Attached Sign permits include, but are not limited to, the following:

- Non-illuminated Signs – Final Inspection
- Illuminated – Electrical Rough & Final Inspection.

The most current city approved plans must be on site for all inspections. Inspections that are requested before 4 pm will be conducted the next business day.



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GENERAL REQUIREMENTS

- The permitted size is 1 sq. ft. per lineal ft. of building or leasehold frontage.
- The sign shall consist of individually-mounted channel letters or mounted on raceway painted the same color as the building.
- Signs with words must be black, white, ivory, or neutral colors.
- If sign is logo only, it may cover 100% of the sign & use any color.
- If sign has words & a logo, logo may cover only 20% of the sign.
- If a building has existing attached signs, then the new sign color shall match the dominate color.
- Illumination can be white, off white & bulbs cannot be exposed.
- External Illuminate Blade Signage – 10 sq. ft. maximum allowed by right

Industrial Zoned Property: Buildings located within an area zoned LI are exempt from the color and logo size restrictions above. They are permitted to have attached signs as follows:

- i. Letter/logo height and effective area:

Wall Height Above Grade	Maximum Letter/Logo Height	Maximum Effective Area
0—50 feet	48 inches	200 square feet
50—100 feet	60 inches	250 square feet
100—150 feet	72 inches	300 square feet
150—200 feet	84 inches	350 square feet
Above 200 feet	96 inches	400 square feet

(a) Horizontal and vertical signs shall not exceed 75 percent of the wall width (or height, if vertical) of such building or store front.

(b) One letter or one logo may be 25 percent taller than maximum letter/logo height.

- ii. Maximum number of signs: One sign per elevation per business. Rear wall signs are prohibited.

The Historic District is exempt from the previously listed attached sign requirements.

- Signage in the H District shall reflect or compliment the architectural features of the structure.
- It shall not obscure the building's facade or hide the building's character.



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Historic District Requirements (Continued):

- Signs shall be pedestrian in scale.
- The colors shall compliment those used on the structure (fluorescent & reflective paints & materials are prohibited).
- Signs shall be lit top-down with lighting well aimed with little or no spill over.
- Examples of compatible signs include:
 - Signs painted directly on window glass
 - Signs placed in the original signboard area
 - Individual letter signs incorporated in the primary façade
 - Temporary & appropriate freestanding signs in yard
 - Projecting or hanging signs

CODES AND ORDINANCES

The City of Coppell has adopted the 2015 Editions of the International Building, Residential, Energy, Plumbing, Mechanical, Fire, Property Maintenance, and Existing Building Codes. The City has also adopted the 2014 National Electric Code and the 2018 International Swimming Pool and Spa Code. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell's Code of Ordinances. Zoning regulations are in Chapter 12, and the attached signage regulations are Article 29 within that Ordinance. All contractors must be registered with the City of Coppell and licensed as required by the State.

https://library.municode.com/tx/coppell/codes/code_of_ordinances?nodeld=CO_CH12ZO_ART29SIRE