



# CITY OF BAYTOWN

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## SIGN PERMIT PLAN CHECKLIST

APPLICANTS SHALL USE THIS CHECKLIST TO AID IN SUBMITTING COMPLETE PERMIT PLANS FOR REVIEW. ALL PLANS ARE SUBJECT TO A FULL REVIEW AND ADDITIONAL INFORMATION/CORRECTIONS MAY BE REQUIRED.

*It is the owner/agent's responsibility to review the Ordinance Requirements at [library.municode.com/TX/Baytown](http://library.municode.com/TX/Baytown)*

**Is my property in City Limits? What is the zoning of my property?**

- Go to [Baytown-tx.maps.arcgis.com](http://Baytown-tx.maps.arcgis.com) enter your address and reference the legend.  
(Additional information available with layer options)

### COMPLETE SIGN PERMIT APPLICATION ON [CSS.BAYTOWN.ORG](http://CSS.BAYTOWN.ORG)

*Must create a username and password to save progress and receive updates on the project.*

- Digital Copy of Plans to be uploaded upon application
- Existing Site Plan or Survey which includes all signs on the property
- Proposed Site Plan or Survey showing all new signs and/or replacements.
- Provide plans that show the dimensions, material and required details of construction, including loads, stresses and anchors. (2015 IBC appendix H Section H105 Design and Construction).
- Provide documentation from a qualified Engineer delineating and describing methods of attachment which will meet the required wind speed of (150 MPH ultimate wind speed design V<sub>ult</sub>) and will not adversely affect the structure or façade.

**Incomplete plans will be returned as having not been reviewed and administratively incomplete.**



Scan the QR code to go to Energov Citizen Self Service (CSS) to apply for your permit