



Checklist

General Project Scope

Appropriate Approvals & Permits

Building

Electrical

Signs

Zoning



Cost

\$108 per permit +
technology fee and up

Notes:

Appointment Time: _____

Estimated Review Time: _____

Project Approval is ready
on: _____

Project Manager
Name: _____

Phone/Email: _____

*We'll Help Get Your Business off
to a Successful Start!*



Development Services Dept
Frost Bank Building, 1st Floor
2406 Leopard St.
Corpus Christi, TX 78408
Phone: 361-826-3240
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Sign
Projects for
Businesses

Development Services
Department



City of Corpus Christi

City of Corpus Christi

*Helping Build OUR Community
By Providing The Best Service
Possible*

(361) 826-3240

Signs

Congratulations!

You have taken a big step in your future and Corpus Christi by choosing to conduct business here. A well placed sign will help encourage customers to stop by and grow your customer base. By now, you may have researched materials, colors, and sizes.

Before you get started, there are some important items to consider such as:

- What Approvals or Permits are Required?
- Will I need to hire a professional or can I do the work myself?
- How large of a sign can I place on the location?
- Can the sign be lit?
- How much of the wall can I cover?
- Can I have a sign larger than my neighbor/competitor?



We're here to take the guess work out of your project!

While it may seem confusing, we're here to help make your project a success.

What is Required?

A general site plan is required detailing the scope of work you will be performing. As you get closer to your project, more detailed plans may be required for our review.

Depending on the size of your sign, detailed electrical or structural engineering drawings may be required. Our project managers will discuss this in detail with you.

In general, a building permit is required. If the sign is lit, an electrical permit will be required. Large signs overlapping into the sidewalk or walkway may require other approvals. Our project managers will discuss this in detail with you.

Signs 10-feet or more in height must include engineered drawings verifying compliance with windstorm requirements.

What to Expect

If you are seeking general information, one of our early assistance staff will discuss your lot configuration and permitting. You can then call us when you are ready to proceed with your project.

If you are ready to go, one of our project managers will assist in getting the necessary approvals to get your project off and running. This may entail dropping off a set of plans for our review and depending on the complexity, a 1 to 5 day turnaround time. Simple signs may be permitted over the counter on the same day. You may schedule an appointment or simply walk in to our office and ask to speak to an Over the Counter Project Manager.

How Much Does It Cost?

Permits costs start at \$108. Prices will vary depending on the project type, scope, complexity, etc. A project manager can provide you with an estimated fees list to help you plan your project



***Let's Get Building
Corpus Christi!***

City of Corpus Christi

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