



Submittal requirements for work being performed in all categories:

- A completed and signed permit application;
- All general contractors and subcontractors must be registered with the City.

**Signs:**

- Two (2) site plans showing the location of the sign and setbacks from property lines, if a monument sign.
- Two (2) elevations showing dimensions and location if attached to a façade, and the dimensions and text of message, if a monument sign.
- Temporary real estate, banner, and non-profit organization signs must specify or include drawings with the text of the message and the size of the sign.  
Temporary real estate applications must also include a site plan showing setbacks from property lines.

All inspections must be scheduled on-line or called in on the recorder. Website:

<http://webpermits.coppelltx.gov/impactwebclients/permits/permitting.aspx>

The recorder number is 972-304-3518. Same day inspections will be performed for all inspections received before 7 a.m. each weekday.