

**CITY OF KILLEEN  
OFF-PREMISE BILLBOARD  
REGISTRATION FORM**

<b>Sign Address:</b>			<b>Company Name:</b>		
Legal Description:	Lot	Block	Subdivision		
Applicant Name:	Company Mailing Address:			Phone:	
E-mail Address:				Fax:	
Property Owner:	Mailing Address:			Phone:	
<b>Type of Registration:</b> <input type="checkbox"/> New Registration <input type="checkbox"/> Renewal Registration <input type="checkbox"/> Transfer Registration					
<b>Size Type</b>	<b>Face Size</b>	<b>Face Dimensions</b>		<b>OAH</b>	
<input type="checkbox"/> Small (287 sq ft or less) <input type="checkbox"/> Medium (378 sq ft or less) <input type="checkbox"/> Large (672 sq ft or less)	_____ sq ft	_____ Face height _____ Face width	_____ ft		
<b>Check all that applies:</b>					
<input type="checkbox"/> Billboard is combined with on-premise signage <input type="checkbox"/> Billboard is illuminated <input type="checkbox"/> CEVMS (electronic billboard) if yes <input type="checkbox"/> one sided <input type="checkbox"/> two sided <input type="checkbox"/> Other: _____					
<p>Sign registration is not transferable and in the event of sale of the sign, the buyer and seller shall be jointly responsible to assure the re-registration within 15 days of the sale. Any off-premise sign removed, structurally altered or repaired shall be reported to the building department with 15 days of removal or work. Any off-premise sign not lawfully registered or if registration has lapsed more than 30 days shall be considered <b>abandoned</b> and upon notification by the building official, the property owner shall remove the entire sign assembly with 30 days.</p>					
_____ Signature of Owner or Authorized Agent			_____ Date		
<b>For Official Use Only:</b>					
<b>Application fee \$10.00</b>		<b>Registration fee \$40.00</b>		<b>(total fee \$50.00)</b>	
Permit Number: _____			Date: _____		
Expiration Date: <b>December 31, 2022</b>					
APPROVED BY: _____			DATE: _____		

P.O. BOX 1329, KILLEEN, TX 76540  
 KILLEEN BUILDING INSPECTIONS DEPARTMENT  
 100 E AVENUE C  
 (254) 501-7762 (254) 501-6302 (Fax)