# APPLICATION FOR

# SIGN PERMIT

**(PLEASE PRINT OR TYPE ALL INFORMATION)**

City of North Richland Hills
7301 NE Loop 820
N Richland Hills, TX 76180
0 (817) 427-6330
F (817) 427-6303

**PART 1. PROPERTY INFORMATION**

Address _____Ste. # _____

Name of Business where sign is to be installed: _____ Zoning: _____

**PART 2. PROPERTY OWNER INFORMATION**

Company Name _____

Property Manager_____

Property Manager DL#_____

Mail Address _____

City, State, ZIP _____

Telephone (  ) _____

**PART 3. CONTRACTOR**

Company Name _____

Contact Name _____

Mail Address _____

City, State, ZIP _____

Telephone (  ) _____

Facsimile (  ) _____

**NOTE:** Submit 2 sets of detailed plans.

**PART 4. CLASS OF WORK**

**(Check One Only):** ☐ Ground ☐ Building ☐ Portable ☐ Banner ☐ Light Pole Banner Sign **(32 sq ft max)**

If Light Pole Banner Sign, how many? _____

**(Check One Only):** ☐ Pole ☐ Monument ☐ Major Development ☐ Wall ☐ Canopy ☐ Projection

☐ Sub-division ☐ New Development ☐ Outdoor Menu Board ☐ Other _____

**(Check One Only):** ☐ Commercial ☐ Multi-Family ☐ Residential

**(Check One Only):** ☐ New ☐ Reface ☐ Repair / Alteration

**PART 5. DESCRIPTION OF WORK**

O/A Height of Sign _____ Illuminated? ☐ Yes ☐ No If Yes, is new electrical circuit needed? ☐ Yes ☐ No

Sq. Ft. Of Sign Area _____ Type of Illumination: ☐ Internal ☐ Internal-Indirect ☐ Indirect

Sq. Ft. Of Wall Area _____ VALUE OF WORK $_____

**NOTICE:** Unless otherwise noted on permit, this permit becomes null and void if work or construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating construction or the performance of construction. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, City ordinances or State or Federal Laws, whether herein specified or not.

Signature of Applicant _____ Date _____

Contractor must provide "Authorized Agent Form" from Property Owner

*****OFFICE USE ONLY*****

Application #_____0000_____ * Date Rec'd ____ / ____ / ____ * Date Approved ____ /____ /____ By_____

Contractor Notified ____ /____ /____ By _____

Valid Thru _____ / _____ / _____ PERMIT FEE $_____

CERTIFICATE OF OCCUPANCY INSPECTION: _____ (date completed) _____ (Inspector)