

CITY OF RICHMOND

112 JACKSON STREET • RICHMOND, TEXAS 77469
PHONE 281 / 232-6871 • FAX 281 / 238-1215

SIGN CONSTRUCTION / PLACEMENT PERMIT APPLICATION

FOR DEPT. USE ONLY
05-06-09

Sign Location Address _____

Name of Business on the Sign _____

Land Owner _____ Phone: _____

Address _____

Sign Owner _____ Phone: _____

Sign Owner Contact Name: _____ Phone: _____

Address _____

Sign Contractor _____ Phone: _____

Contractor Contact Name: _____ Phone: _____

Address _____

New Sign Replacement Repair Fee-Standing Monument Pole On Other Structure

Height ,Top of Sign: _____ ft. Width: _____ ft. Total Face Area: _____ sq. ft.

THIS APPLICATION IS NOT VALID WITHOUT A SIGNATURE BELOW

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.

SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT (DATE)

Name Printed

Primary Contact Number

Other Contact Number

PLAN SUBMITTAL REQUIREMENTS:

1. Dimensioned Site Plan showing property lines, buildings, & sign location. Copy of Survey may be required.
2. Structural & Foundation detail. Show how the sign is constructed and placed in the ground. Note: Signs of a height greater than six feet above grade, and/or greater than 24 square feet in surface area are to be engineered.
3. Show elevation of sign depicting the content of the sign, including any animation or lighting.
4. Separate electrical permit required for any electrical work.

APPROVALS

Plan review and approval process is dependent on the completeness and correctness of the requirements for the project. Small projects will require 3-5 business days and larger, more complex projects may require at least 10 business days. Each re-submittal of plans and specifications require a completely new review and approval process.

PERMIT FEES

DESCRIPTION OF ITEM	QUANTITY	PRICE
Signs, Monument, Pole, other Ground Signs	Each	\$25.00
Signs, On other Structures	Each	\$15.00
Outside City Limits Fee	Per Permit	\$25.00
Re-Inspection Fee	Each	\$25.00

PENALTIES

Where work, for which a permit is required, is started or proceeded prior to obtaining said permit, the fees herein shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties.