



SIGN PERMIT APPLICATION (Permanent) COMMUNITY SERVICES

OFFICE PHONE – 972/744-4180 • INSPECTION REQUEST – 972/744-4181 • FAX – 972/744-5802

Project Address						
Name Of Business/Tenant						
Total # of Signs <small>*Use back and/or subsequent pages for each sign on application*</small>				Building/Lease Space Front Measurement		
Type of Sign: <input type="checkbox"/> Attached building sign <input type="checkbox"/> Freestanding pole sign <input type="checkbox"/> Monument sign <input type="checkbox"/> Other (specify)						
Description of work: <input type="checkbox"/> New sign <input type="checkbox"/> Repair existing sign <input type="checkbox"/> Reface existing sign <input type="checkbox"/> Other (specify)						
Description of materials:		Will the sign be illuminated?		YES	NO	Will new wiring be installed?
						YES NO
Application is hereby made to erect, alter, relocate or repair a sign in accordance with the City of Richardson Sign Ordinance. Two (2) copies of scaled drawings as outlined below are attached.						
Sign Contractor		Mailing Address		City	State	Zip Phone #
Applicant's Name (Please Print)		Company Title			Driver's License #	
Applicant's signature:						
EMAIL ADDRESS:					Phone #	
Provide the required plans as listed below: Additional plans may be required as deemed necessary. All plans shall be drawn to scale and shall include all copy/script of the sign. Provide the overall height and width dimensions of the sign and copy/script. Complete a separate application for each sign.						
Freestanding / Monument sign plans: Site plan – Show existing freestanding signs; proposed location of new sign; setback dimensions from the property lines; elevation drawing of the sign; and foundation design details accompanied by a State of Texas engineer's analysis, seal and signature. A letter of permission from the property owner to install the sign. Specifications of the materials. For all monument signs and freestanding signs 8 feet or less in height, submit a landscape plan for the required landscaping adjacent to the sign.						
Attached sign plans: Building elevation showing location of the sign on the building; width of the lease/building and height of the building; drawing of sign design and copy/script; specifications of the materials.						
O F F I C E U S E O N L Y						
Attached Sign:	Dimensions of Building:			Area for a single sign:		
	Area for all attached signs:			Area for existing signs:		
	Area of new sign:					
Freestanding Sign:	Area:	Height:				
Checked By:	Date:	Application #				
Date:	Amount \$	Receipt #		Cash / Ck #	By:	

Sign 2:

Type of Sign: <input type="checkbox"/> Attached building sign <input type="checkbox"/> Monument sign <input type="checkbox"/> Pole sign <input type="checkbox"/> Other (specify)								
Description of work: <input type="checkbox"/> New sign <input type="checkbox"/> Reface existing sign <input type="checkbox"/> Repair existing sign <input type="checkbox"/> Other (specify)								
Description of materials:			Will the sign be illuminated?:	Yes	No	Will new wiring be installed?	Yes	No
O F F I C E U S E O N L Y								
NOTES:								
APPROVAL	YES	NO	ELECTRICAL INSPECTION	YES	NO			

Sign 3:

Type of Sign: <input type="checkbox"/> Attached building sign <input type="checkbox"/> Monument sign <input type="checkbox"/> Pole sign <input type="checkbox"/> Other (specify)								
Description of work: <input type="checkbox"/> New sign <input type="checkbox"/> Reface existing sign <input type="checkbox"/> Repair existing sign <input type="checkbox"/> Other (specify)								
Description of materials:			Will the sign be illuminated?:	Yes	No	Will new wiring be installed?	Yes	No
O F F I C E U S E O N L Y								
NOTES:								
APPROVAL	YES	NO	ELECTRICAL INSPECTION	YES	NO			

Sign 4:

Type of Sign: <input type="checkbox"/> Attached building sign <input type="checkbox"/> Monument sign <input type="checkbox"/> Pole sign <input type="checkbox"/> Other (specify)								
Description of work: <input type="checkbox"/> New sign <input type="checkbox"/> Reface existing sign <input type="checkbox"/> Repair existing sign <input type="checkbox"/> Other (specify)								
Description of materials:			Will the sign be illuminated?:	Yes	No	Will new wiring be installed?	Yes	No
O F F I C E U S E O N L Y								
NOTES:								
APPROVAL	YES	NO	ELECTRICAL INSPECTION	YES	NO			

O F F I C E U S E O N L Y								
NOTES/SUMMARY								