



# CITY OF RICHMOND BUILDING DEPARTMENT

600 MORTON STREET • RICHMOND, TEXAS 77469

PHONE 281-232-6871 • FAX 281-238-1215

## Application for Sign Permits

\*REQUIRED FIELDS

\*Sign Location Address \_\_\_\_\_

\*Business Name on the Sign: \_\_\_\_\_

\*Business Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Mailing Address \_\_\_\_\_

\*Sign Contractor \_\_\_\_\_ \* Phone: \_\_\_\_\_

\*Contractor Contact Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Dimensioned Site Plan showing property lines, buildings, & sign location. Copy of Survey may be required.
- Freestanding Signs: Structural & Foundation detail. Show how the sign is to be constructed and placed in the ground. Note: Signs of a height greater than eight (8) feet above grade, and/or greater than 32 square feet in surface area are to be engineered. State of Texas Registered Engineer w/original seal & signature.
- Show elevation of sign depicting the content of the sign, including any animation or lighting.
- 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. 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

All fees due **The City of Richmond** shall be paid in full before issuance of Permit. All returned checks will be assessed a return check fee as applicable and a Stop Work Order will be issued and remain in effect until such time complete payment is received. Credit Cards are assessed a 3% convenience fee.

NO REFUNDS OR CREDITS. ALL TRANSACTIONS ARE FINAL

DESCRIPTION OF ITEM	Unit	FEE	Quantity	Total
Administration Fee	1	\$25.00	1	\$25.00
Signs, Free-standing, Monument, other Ground Signs	Each	\$25.00		
Signs, On other Structures. Other signs or objects.	Each	\$10.00		
Outside City Limits Fee	Per Permit	\$25.00		
Re-Inspection Fees, \$50.00 ea. After 3 <sup>rd</sup>	1 <sup>st</sup> - 2 <sup>nd</sup> - 3 <sup>rd</sup>	\$25.00-37.50-50.00		
(Fees subject to change without notice. Official Fee Calculations at the Time of Issuance)			<b>Grand Total:</b>	

### **THIS APPLICATION IS NOT VALID WITHOUT \*REQUIRED FIELDS**

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 Approval of this application or Issuance of Certificate of Occupancy does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law. The building or structure shall not be occupied prior to the code official issuing a permit or Certificate of Occupancy that indicates applicable provisions of the code have been met.

Application Invalid 90-Days from  
Date of Receipts in the Permit Office

\*SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT

\*(DATE)

\*Name Printed

\*Primary Contact Number

Other Contact Number