



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 *Use back and/or subsequent pages	al # of Signs back and/or subsequent pages for each sign on application*			Building/Lease Space Front Measurement							
Type of Sign: Monume	l building sign ent sign		reestanding ther (speci	•	gn						
Description of work:	 New sign □ Repair existing sign □ Reface existing sign □ Other (specify) 										
Description of materials:			sign be nated?	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		g Address	Cit		State		one #				
Applicant's Name (Please Print) Company Title				Driver's License #							
Applicant's signature:											
EMAIL ADDRESS:				Р	hone #						
Provide the required plans as scale and shall include all copy/s Complete a separate application	script of the sign. Pr		-			•					
Freestanding / Monument sign dimensions from the property lin engineer's analysis, seal and sig materials. For all monument sig landscaping adjacent to the sign	nes; elevation drawin gnature. A letter of p gns and freestanding	ng of the sign; permission fro	and founda m the prope	tion desig	gn details r to install	accompanied by a S the sign. Specificati	tate of Te	xas			
Attached sign plans: Building e building; drawing of sign design			-	-	width of th	e lease/building and	height of	the			
	OFFI	C E U	SE	O N	L Y						
Dimensions of Building:				Area for a single sign:							
Attached Sign: Area for all a	attached signs:		Area for existing signs:								
Area of new sign:											
Freestanding Sign: Area:	: Area: Height:										
Checked Date: By:	Application	on #									
	nount \$	Receipt #			Cash /	Ck#	Ву:				

Sign 2:									
Type of Sign:	Attached buildi	ing sign 🔲	Monument sign	n ☐ Pole sign		Other	(specify)		
Description of wo	ork: New sign	☐ Reface ex	xisting sign	Repair existing	sign [Oth	er (specify)		
Description of materials:				Will the sign be illuminated?:	Yes	No	Will new wiring be installed?	Yes	No
		OFFI	C E U S	E ONLY					
NOTES:									
APPROVAL	YES	NO	ELECTRICAL	INSPECTION	,	YES	NO)	
Sign 3:									
Type of Sign:	Attached buildi	ing sign 🔲	Monument sign	n 🗌 Pole sign		Other	(specify)		
Description of wo	ork: 🗌 New sign	☐ Reface ex	xisting sign	Repair existing	sign [Oth	er (specify)		
Description of materials:				Will the sign be illuminated?:	Yes	No	Will new wiring be installed?	Yes	No
		OFFI	C E U S	E ONLY		<u> </u>			
NOTES:									
APPROVAL	YES	NO	ELECTRICAL	INSPECTION	,	YES	NO)	
	YES	NO	ELECTRICAL	INSPECTION	,	YES	No	<u> </u>	
Sign 4: Type of Sign:			Monument sign				(specify)	D	
Sign 4:	Attached buildi	ing sign		n 🔲 Pole sign		Other	(specify)	O	
Sign 4:	Attached buildi	ing sign	Monument sign	n 🔲 Pole sign		Other	(specify)	Yes	No
Sign 4: Type of Sign: Description of wo	Attached buildi	ing sign ☐☐☐ Reface e	Monument sign	Pole sign Repair existing Will the sign be illuminated?:	sign [Other	(specify) er (specify) Will new wiring be		No
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