



BUILDING DEPARTMENT

600 MORTON STREET
 RICHMOND, TX 77469
 P: 281-232-6871
 FAX: 281-238-1215

SIGN OPERATING PERMIT APPLICATION

PROJECT INFORMATION

Sign Location (Address): _____ Zoning: _____

Sign Type: Electronic Message Center Temporary Sign Attention-Getting Signs (Banners, Advertising Sails etc.) Installation Date (Temporary and Attention Getting) :

Sign Placement: Attached Freestanding Setback from Property Line: (if applicable) _____

Name and Duration of Event: (if applicable) _____

Length (Horizontal): _____ Width (Vertical): _____ Sign Area (Total): _____

Number of Sign(s): _____ Installation Date (Temporary and Attention Getting): _____

OWNER & APPLICANT INFORMATION

Applicant Name: _____

Company/ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

SUBMITTAL CHECKLIST

So that we may efficiently review your permit in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application. Submit application and accompanying documents to the Building Department at the address above Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

SIGN OPERATING PERMIT APPLICATION SUBMITTAL CHECKLIST ITEMS	REQUIRED (PLEASE CHECK)
Completed Sign Operation Permit Application (with all signatures)	
Owner Authorization (Page 2 of 2) if applicant differs from property owner	
Application Fee (Electronic message center only)	



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FEES

All fees due to the City of Richmond shall be paid in full before issuance of the permit. All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

SIGN PERMIT APPLICATION FEE SCHEDULE				
Description of Item	Unit	Fee	Quantity	Total
Administration Fee	1	\$25.00	1	\$25.00
Temporary Sign Fee	Each	\$25.00		
Electronic Message Center Fee	Each	\$25.00		
Outside City Limit Fee	Per Application	\$25.00		
<i>Fees subject to change without notice. Official fee calculations at the time of issuance.</i>			Grand Total:	

APPLICANT CERTIFICATION

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

 Applicant Signature

 Date

OWNER AUTHORIZATION

I, _____, certify that I am the owner of the property/business located at _____ and that the forgoing statements and answers made and all data, and information herewith submitted are in all respects to the best of my knowledge and belief, true, and correct. I appoint _____ with the company _____ (if applicable) to act as my representative for this project. I agree to be responsible for payment of bills due to the City of Richmond related to this application. Furthermore, I understand that any material misrepresentation of this application, failure to comply with ordinances, and /or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Sincerely,

Owner Name _____

Owner Signature _____