



**CITY OF HALTOM CITY, TEXAS**  
 5024 Broadway Ave., Box 14246 Haltom City, TX 76117  
 PH:817-222-7730 FX: 817-222-7739

**APPLICATION FOR PERMANENT SIGN**

**PROPERTY ADDRESS:** \_\_\_\_\_

Property Owner NAME	Address	City/State/Zip	Telephone
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Sign Contractor	Address	City/State/Zip	Telephone
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**Type of Sign:** ( ) Pylon/Pole {structural engineer or architectural drawings required if 25' or higher}  
 ( ) Ground ( ) Monument ( ) Attached ( ) Other: \_\_\_\_\_  
 ( ) Electronic Message Center {Variance Required, additional fees apply}  
 ( ) Repair / Reface Only: Type \_\_\_\_\_

**Work Includes:** Electrical / Illumination ( ) Yes ( ) No Neon ( ) Yes ( ) No

**Sign Material:** ( ) Wood ( ) Aluminum ( ) Vinyl ( ) Plastic ( ) Masonry ( ) Other: \_\_\_\_\_

**DOCUMENTS REQUIRED IN TRIPLICATE**

**Site Survey:** Show all dimensions, height, construction materials, location on the building façade or property and distances from property lines, streets, buildings, easements and other structures. All signs should have permanently affixed thereto a label indicating the permit number issued.

**Photos:** property, building and signs.

**TOTAL ESTIMATED COST of SIGN(s):** \_\_\_\_\_

The estimated cost should include all construction, engineering and any electric.

**Total square footage of sign including all surface areas on all pole/pylon type signs:** \_\_\_\_\_

**A percent of the total square footage of FAÇADE is available for installation area for attached signs: (excluding windows & doors) :** \_\_\_\_\_

**Description of work: Attach photos of building, property and proposed signage:**

\_\_\_\_\_

\_\_\_\_\_

**PERMIT FEE:** \_\_\_\_\_ These fees cover the cost of city inspection following the on-site work.

**\*\* Permits that MAY BE Required \*\***

**Building Permit – Sign contractor to have current registration with City. \$100 Annual Fee**

**Electrical Permit – Master electrician to obtain permit and register with City**

**Note:** This Sign permit becomes invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or, if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Call 817-222-7730 for all inspections.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by City Staff: \_\_\_\_\_ Date: \_\_\_\_\_

( ) **Approved By:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

( ) **Denied – Reason:** \_\_\_\_\_