



CITY OF RICHLAND HILLS, TEXAS

3200 DIANA DRIVE • RICHLAND HILLS, TEXAS 76118 • (817) 616-3770
NEIGHBORHOOD SERVICES

Sign Permit Checklist

- Two (2) Site Plans, drawn to scale- required for any permanent sign mounted on or in the ground. Indicate the following:
 - Property lines
 - Dimensions
 - Distances
 - Easements
 - Existing Sign Locations
 - Construction Materials
 - Methods
- Two (2) diagrams/schematics of signs indicating dimensions, materials, locations, mounting methods – required for all sign permit applications for permanent signs mounted on or to buildings.
- The Sign Contractor must locate and verify all utilities prior to start of any installation of a ground-mounted sign. Contact TXU Electric & TXU Gas, and SBC at (800) 344-8377. Contact City of Richland Hills for water and sewer at (817) 299-1830.

No work involving drilling, digging, trenching, or excavation for mounting any ground mounted sign shall be done on Saturday, Sunday, or any City Holiday.



CITY OF RICHLAND HILLS

PLANNING AND COMMUNITY DEVELOPMENT

3200 Diana Dr.
Richland Hills, TX 76118
Phone: (817) 616-3770
Fax: (817) 616-3808

Sign Permit Application

Banner

Monument Sign

Attached/Wall Mounted

Portable

Pole

Applicant/Business Owner's Information

Registration #: _____

Name: _____

Address: _____

Business Number: _____

Email: _____

Contact Number: _____

Mobile Number: _____

Signature: _____

Date: _____

Contractor Information

Name: _____

Contact Person: _____

Address: _____

Email: _____

Phone Number: _____

Mobile Number: _____

Proposed Sign Information

Sign Address/Location: _____

Sign Area: _____

Will The proposed sign require electricity: No Yes

If yes, is electricity: Existing

New is required?

Will the Sign be taking up any vehicle parking spaces? No

If yes; How many? _____

*****The sign shall not block the fire lane.*****

For Official Use Only

Received by: _____

Issued date: _____

Expires date: _____

Issued by: _____

Permit Number: _____

Receipt #: _____

Date: _____

Fee: _____