

# City of Bellaire

(Revised 1-2020)

## APPLICATION FOR WALL OR CANOPY SIGN PERMIT

7008 S. Rice Avenue  
 Bellaire, TX 77401  
 O: 713-662-8230 | F: 713-662-8233  
 E-mail: [inspections@bellairetx.gov](mailto:inspections@bellairetx.gov)

### Fee Schedule:

Price Per Sq. Ft. of Sign Face	\$1.75 x sq. ft.
Application Review Fee	\$30.00
Site Inspection Fee	\$60.00
Processing Fee (non-refundable)	\$30.00
Signs Installed Without Permit	<b>Double Overall Permit Fee</b>

Total Fee: \$ \_\_\_\_\_

Job Address:	
Business Name:	

Property Owner Information:			
Owner Name:		Owner Phone No:	
Mailing Address:	Street	City	State Zip
E-mail Address:			

Sign Contractor Information:				
Company Name:				
Company Address:	Street	City	State	Zip
Company Phone No:			Contact Phone No:	
E-mail Address:				

Sign Information:				
General Description of Sign:				
Linear Width of Leased Space:		Estimated Sq. Ft. of Signage		Pre-Existing Electricity: <input type="checkbox"/> Yes <input type="checkbox"/> No

Confirmed:	Submitted:
<input type="checkbox"/> Valid Insurance <input type="checkbox"/> Current Sign Contractor Registration <input type="checkbox"/> Certificate of Occupancy on File or Approved Application for Certificate of Occupancy	<input type="checkbox"/> <b>Application:</b> One application per sign and sign type. <input type="checkbox"/> <b>Sign Dimensions:</b> Drawing of the requested sign with dimensions and business' liner width of frontage noted. <input type="checkbox"/> <b>Permission:</b> A letter or email from the landlord/property owner giving permission for the requested sign. <input type="checkbox"/> <b>Electrical Permit:</b> If electricity is being installed, a Licensed State of Texas electrician registered with the City of Bellaire must pull a separate Electrical Permit and pass the inspection.

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.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Staff Use Only)

<input type="checkbox"/> Approved	Reviewed & Approved by: _____	Date: _____
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## REQUIRED INFORMATION FOR SUBMITTING A WALL OR CANOPY SIGN PERMIT APPLICATION

### Wall Sign (attached signs)

- A completed Permit Application that includes the signature of the Sign Contractor
- A drawing of the proposed sign that shows:
  - Length and height dimensions
  - Length of wall the sign is to be installed on
- An existing site plan showing all signs on all walls and window without the new sign at the business location
- A proposed site plan showing all wall/window signs plus the proposed sign at the business location
- Letter or e-mail from property owner/manager acknowledging that the sign has been approved by the property owner
- A site inspection will be required after the sign is installed. Visit [www.bellairetx.gov/inspectionrequest](http://www.bellairetx.gov/inspectionrequest)

### Canopy Signs (attached signed)

Definition: a sign affixed to an ornamental and/or functional roof type structure which extends or projects from the main building structure (“canopy”). This is NOT a wall sign or an awning sign.

- A completed Permit Application that includes the signature of the Sign Contractor
- A drawing of the proposed sign that shows:
  - Length and height dimensions
  - Height from top of grade to the bottom of the sign
  - Where the sign is to be hung perpendicular to the building fascia
- Letter or e-mail from property owner/manager acknowledging that the sign has been approved by the property owner
- A site inspection will be required after the sign is installed. Visit [www.bellairetx.gov/inspectionrequest](http://www.bellairetx.gov/inspectionrequest)