



# APPLICATION FOR A WALL OR CANOPY SIGN PERMIT

City of Bellaire, Texas  
7008 S. Rice Avenue  
Bellaire, TX 77401

Office 713-662-8230/8231 Fax # 713-662-8233  
**Application Processing & Site Inspections: 713-662-8237**  
[lbarbour@bellairetx.gov](mailto:lbarbour@bellairetx.gov)

Fee Schedule:

- Application Review Fee
- Processing Fee
- Site Inspection Fee
- Price per sq. ft. of Sign Face
- Signs Installed Without a Permit

Date: \_\_\_\_\_

\$30.00  
 \$30.00 (Non-Refundable)  
 \$60.00  
 \$1.75 x \_\_\_\_\_ sq. ft.  
**Doubled Overall Permit Fee**

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

The Applicant, in accordance with the provisions of the Sign Ordinance and Building Codes of the City of Bellaire, hereby applies for a permit to install \_\_\_\_ (# of signs) at the Following address:

\_\_\_\_\_ Job Address

Name & Address of Sign Owner: \_\_\_\_\_  
Name Street City ST Zip

Sign Owner's Contact #: \_\_\_\_\_

Name & Address of Property Owner: \_\_\_\_\_  
Name Street City ST Zip

Property Owner's Contact #: \_\_\_\_\_ Name of Sign Company: \_\_\_\_\_

Address of Sign Company: \_\_\_\_\_  
Street City ST Zip

Sign Co. Contact Name & Telephone #: \_\_\_\_\_  
Name Contact #

General Description of Sign: \_\_\_\_\_

Linear Width of Leased Space: \_\_\_\_\_

Pre-existing Electricity:  Yes  No

Est. Sq. Ft. of Signage: \_\_\_\_\_

**If electricity is being installed, a Licensed State of Texas electrician, registered with the City of Bellaire, must pull a separate Electric permit. Inspection will be required.**

Confirmed:

- Valid Insurance
- Current Sign Builder's Registration

Approved

Submitted:

- Drawing of sign w/dimensions and business' linear frontage noted
- Signature approving sign by Landlord or agent

\_\_\_\_\_  
L. Barbour

\_\_\_\_\_  
Printed Name of Sign Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sign Contractor

## **Required Information for Submitting a Wall or Canopy Sign Permit Application**

### **Wall Signs (Attached Signs)**

1. A completed Sign Permit Application - must include a signature
2. A drawing of the proposed sign, showing length and height dimensions and including the length of the wall the sign is to be installed on
3. An existing site plan showing all signs on all walls and windows without the new sign at the business location
4. A proposed site plan showing all wall/window signs plus the proposed sign at the business location
5. A site inspection will be required after the sign is installed - call 713-662-8237 to schedule the inspection
6. Letter or written release, signed by the property manager, acknowledging that the sign has been approved by the property owner or manager

### **Canopy Signs (Attached Signs)**

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.

1. A completed Sign Permit Application - must include a signature
2. A drawing of the proposed sign, showing length and height dimensions of the sign as well as height from top of grade to the bottom of the sign and that the sign is to be hung perpendicular to the building fascia.
3. Letter or written release, signed by the property manager, acknowledging that the sign has been approved by the property owner or manager
4. A site inspection will be required after the sign is installed - call 713-662-8237 to schedule the inspection