

City of Bellaire

(Revised 1-2020)

APPLICATION FOR WINDOW SIGN PERMIT

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

Fee Schedule:

Window Sign Fee \$75.00
Processing Fee \$30.00
(non-refundable)

Total Fee: \$ \$105.00

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:		
Business' Total Window Area (in sq. ft.):	% of Total Window Area Requested Sign Occupies	

Confirmed:	Submitted
<input type="checkbox"/> Valid Insurance <input type="checkbox"/> Current Sign Contractor Registration <input type="checkbox"/> Certificate of Occupancy Issued or Approved Application for Certificate of Occupancy	<input type="checkbox"/> Application: One application per sign and sign type. <input type="checkbox"/> Sign Dimensions: Drawing of the requested sign with dimensions listed. <input type="checkbox"/> Permission: A letter or email from the landlord/property owner giving permission for the requested sign. *Location of a window sign is restricted by code to the first floor*

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 WINDOW SIGN PERMIT APPLICATION

Window signs are allowed for first-floor businesses only!

- A completed Window Sign Permit Application that includes the signature of the Sign Contractor or the Business Owner
- If this is a leased space, then the drawing must show the signature and approval of the landlord or management company.
- A drawing of the proposed sign that shows:
 - Length and height
 - Total window area for the business entity
 - Total area of the proposed sign
 - Percentage of total area of proposed sign vs. total window area for the business entity
- In cases where there are pre-existing window signs, please attach documentation of those signs (photos are acceptable),
- Maximum window signage allowed = 20% of total window area, not to exceed 40 sq. ft.