



APPLICATION FOR A PERMIT TO INSTALL A BANNER*

*This includes Promotional & Under Construction temporary signs
City of Bellaire, Texas
7008 S. Rice Avenue
Bellaire, TX 77401
Office 713-662-8230/8231
Lbarbour@bellairetx.gov
Application Processing & Site Inspections 713-662-8237

This form is also to be used for requested extensions for Disaster and Under Construction signs

Fee: _____

Date: _____

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 ____ (#banners) at the following address:

Address: _____ Owner of Sign: _____

Owner of Building: _____

Class of Sign: **BANNER:** Promotional Under Construction Disaster (circle one)

General Description of Sign: _____

- ◆ Dates proposed sign to be displayed: _____
- ◆ Landlord or Agent's signature of approval, on the drawing
- ◆ Horizontal Width: _____ Ft. Vertical Width: _____ Ft.

Submitted: ___ Drawing of sign, showing number of signs, sign text and size of sign(s)

Fees:	Application Review Fee	\$ 30.00
	Processing	\$ 30.00 - <i>Non-Refundable</i>
	Flat Rate per Banner	\$20.00 per sign face

Approved by

Printed name of Sign Contractor

Date

Address of Sign Company

Phone # Sign Co. / Cell # Sign Installer

Signature of Sign Contractor

Information on Banners

- ◆ Banners are temporary signs
- ◆ Permits are required for Promotional & "Under Construction" uses
- ◆ One Banner permit may be issued per calendar year, per address
- ◆ All Banner permits are good for 30 days per calendar year, unless otherwise noted
- ◆
- ◆ **Promotional banners** are defined as signs intended to call attention to a business' special promotion, sale, grand opening or grand re-opening under new management. There is no extension for promotional uses.
- ◆ **"Under Construction"** banners are signs used to replace a business' permanent sign either when the facility that houses the business is under construction and the sign may be obstructed or removed during the work or when an adjacent building on the same property or an adjoining building is undergoing construction or renovation such that the applying business' signs are obscured from a person's field of vision. A maximum of 30 days is allowed, with extensions of 14 day increments may be requested, as needed. *Only one "under construction" sign per business may be displayed at a time and the banner may not exceed 25 sq. ft. in area.*
- ◆ **Disaster** banners are signs used to replace signage damaged in a disaster or significant event as designated by the City Manager or Mayor of Bellaire. Such banners are allowed to be displayed for a period not to exceed 10 days during which, no permit is required. Extensions of 14 day increments may be requested, as needed. *Only one disaster sign per business may be displayed at a time and the banner may not exceed 25 sq. ft. in area.*