



1800 Brazosport Blvd.,
Richwood, TX 77531
Phone (979) 265-2082

SIGN PERMIT APPLICATION

****A separate permit application is needed for each sign****

Project Address: _____ **Phone No.** _____

Business Name: _____

Phone # _____ **Fax #** _____ **Cell #** _____

Contractor Information*:

****Must be registered with the City of Richwood***

Company Name: _____ **License No.:** _____

Primary Contact(s): _____

Address: _____ **City:** _____ **State/Zip:** _____

FREESTANDING SIGNS

No. of Signs: _____ **Sign Area:** _____

Sign Length: _____ **Sign Height:** _____

Check if applies:

☐ Illuminated ☐ Changeable Message

Estimated Value (each): _____

Setback: _____

Spacing from nearest Existing Sign: _____

ATTACHED SIGNS

No. of Signs: _____ **Sign Area:** _____

Sign Length: _____ **Sign Height:** _____

Check if applies:

☐ Illuminated ☐ Changeable Message

Estimated Value (each): _____

Building/Business Façade Length: _____

Building/ Business Façade Height: _____

Type of Sign? ☐ Monument ☐ Surface Mounted ☐ Pole ☐ Electronic/Digital ☐ Reface

Lighted Sign? YES / NO If YES – Provide the number of Electrical Circuits _____

- Please submit ONE (1) Application and TWO (2) sets of DETAILED CONSTRUCTION DRAWINGS (detailed specifications) for EACH sign that is being applied for.
- Signs must conform to the City of Richwood Sign Ordinance and meet the 2021 International Building Code, Signs section 3107, and Wind Load Section 1609.
- A detailed site plan or survey will need to be submitted, showing property lines, setback requirements, and placement of sign.
- Surface Mounted signs MUST include mounting details.
- Reface also requires a picture of the sign as it currently stands in addition to the aforementioned items.
- IF engineered drawings are required, they must be signed, sealed, and dated by a licensed engineer.

Any electrical work must be performed by a Licensed Master Electrician. A separate permit is required at the same time of issuance of sign permit.

Permit Fee: _____

Plan Review Fee: _____

TOTAL FEES: _____

Signature

Date: