



# SIGN PERMIT APPLICATION (PERMANENT) CODE COMPLIANCE

OFFICE PHONE (903) 326-7500 • INSPECTION REQUEST – [bfunes@ricetx.gov](mailto:bfunes@ricetx.gov) • FAX (903) 326-7106

Project Address					
Name of Business					
Total # of Signs			Building/Lease Space Front Measurement		
*Use back and/or subsequent pages for each sign on application*					
Type of Sign: <input type="checkbox"/> Attached Building Sign <input type="checkbox"/> Freestanding Pole Sign <input type="checkbox"/> Other (Specify)					
<input type="checkbox"/> Monument Sign <input type="checkbox"/> Billboard Sign					
Description of Work: <input type="checkbox"/> New Sign <input type="checkbox"/> Repair Existing Sign <input type="checkbox"/> Reface Existing Sign					
Description of Materials:					
Will the sign be illuminated?		YES	NO	Will new wiring be installed?	
				YES      NO	
<b>Application is hereby made to erect, alter, relocated or repair a sign in accordance with the City of Rice Sign Ordinance. Two (2) copies of scaled drawings as outlined below are attached.</b>					
Sign Contractor		Mailing Address		City	State Zip Phone#
Applicant's Name(Please Print)		Company Title		Driver's License #	
Applicant's Signature:					
EMAIL ADDRESS:				Phone #	
<b>Provide the required plans as listed below:</b> Additional plans may be required as deemed necessary. All plans shall be drawn to scale and shall include all copy/script of the sign. Provide the overall height and width dimensions of the sign and copy/script. Complete a separate application for each sign.					
<b>Freestanding / Monument Sign Plans:</b> Site plan – Show existing freestanding signs; proposed location of new sign; setback dimensions from the property lines; elevation drawing of the sign; and foundation design details accompanied by a State of Texas engineer's analysis, seal, and signature. A letter of permission from the property owner to install the sign. Specifications of the materials. For all monument signs and freestanding signs 8 feet or less in height, submit a landscape plan for the required landscaping adjacent to the sign.					
<b>Attached sign plans:</b> Building elevation showing location of the sign on the building; width of the lease/building and height of the building; drawing of sign design and copy/script; specifications of the materials.					
<b>OFFICE USE ONLY</b>					
Attached Sign:	Dimensions of Building:		Area for a Single Sign:		
	Area for all Attached Signs:		Area for Existing Signs:		
	Area of New Sign:				
Freestanding Sign:	Area:		Height:		
Checked By:	Date:		Application # (if any)		
Date:	Amount \$		Receipt #	Cash/CK #	By: