

CITY OF NORTH RICHLAND HILLS

PERMANENT SIGN PERMIT APPLICATION REQUIREMENTS

ALL SIGNS

Every permanent sign permit application must include:

- Original Owner-Agent letter
- Identify all materials and method of sign installation
- All dimensions of sign
- Method of illumination –if a new circuit is required, a separate electrical permit is required
- Inventory of all existing signs on or at the business, including size and height. Photos are recommended.

MONUMENT SIGNS

- Site plan including setbacks from property lines and visibility triangle information
- 8 inch masonry border detail, state masonry used
- Foundation plans, including beam depth and steel layout; foundation must extend a minimum of 12 inches into undisturbed earth
- Landscaping plans, 4 ½ feet in all directions, minimally consisting of turf plant material

WALL SIGNS

- Horizontal dimension of wall or tenant space
- Vertical dimension of wall or tenant space based on Habitable Space (interior ceiling height)
- Projection of sign from wall
- Number of walls/street frontages with existing signage (A maximum of two street frontages will be permitted)

POLE SIGNS Only allowed in Freeway Overlay Zone and Major Developments with 200,000+ Square Feet of Building

- Site plan, including setbacks from all property lines, distances from any other ground sign on the same lot, and visibility triangle information
- Original engineering documents for signs 10 feet in height or greater
- Total amount of Linear Freeway Frontage (Freeway Overlay Zone)
- Total floor area square footage of principal building
- Detailed landscaping plans, 4½ feet in all directions (unless in Freeway Overlay Zone)

This is not necessarily all of the information required; each sign permit application is reviewed individually and may require additional information to complete plan review.

Please see Sign Ordinance #2374 for a complete list of sign regulations for the City of North Richland Hills. A copy of the full ordinance can be found at the Planning and Inspections Department of the City of North Richland Hills.