



SIGN CONSTRUCTION PERMIT APPLICATION

All signs must comply with City of Oak Ridge North Code of Ordinances (Chapter 14 and 62). Two paper copies and one PDF digital copy of the plans and all supporting documents, must accompany the application.

The sign permit fees are determined by the type of sign. Permit fees are listed in Oak Ridge North Schedule of Fees.

Please complete and submit the application and all necessary accompanying forms to the permit office located in City Hall at the address located at the bottom of this page. **Submitting an incomplete application will result in the application being denied.** The applicant will receive the City's written comments, and notification of any additional requirements, within 15 business days.

- **WALL SIGNS SHALL NOT EXCEED 10% OF THE WALL AREA ON WHICH THEY ARE LOCATED AND LETTER SIZE SHALL NOT EXCEED 1.5 INCHES IN HEIGHT FOR EVERY FOOT OF BUILDING HEIGHT. TENANT SPACES LARGER THAN 10,000 SQUARE FEET ARE PERMITTED 2 INCHES IN HEIGHT FOR EVERY FOOT OF BUILDING HEIGHT.**
- **FREESTANDING SIGN INFORMATION CAN BE FOUND IN CHAPTER 62 OF THE OAK RIDGE NORTH CODE OF ORDINANCES.**
- **ALL INSPECTIONS MUST BE CALLED IN 24 HOURS IN ADVANCE.**
- **INSPECTION REQUEST LINE. (832)381-3298.**

SUBMITTAL CHECKLIST

Please make sure all the following information is included on the plans or addressed in the submittal. F = Required information for Freestanding Signs W = Required information for Wall Signs		YES	NO	N/A
F	Is the property in a floodplain? Freestanding signs.			
F,W	Plans designed in compliance with the 2018 version of the International Building Code and Chapter 62 Oak Ridge North Code of Ordinances			
F	Plot plan of proposed and existing structures with easements, driveways, set-backs, <u>visibility triangle, and proposed sign shown. Freestanding signs.</u>			
F	Foundation plans certified by an engineer licensed by the State of Texas. Freestanding signs.			
F,W	Total sign areas with calculations.			
F,W	ALL SIGNS WILL BE GIVEN A TAG # THAT MUST BE AFFIXED TO THE SIGN PRIOR TO FINAL INSPECTION. THE TAG MUST BE PLACING ON THE BOTTOM RIGHT CORNER OF THE SIGN AND MUST BE CLEARLY VISIBLE FROM THE GROUND.	X		

City of Oak Ridge North

27424 Robinson Road • Oak Ridge North, Texas 77385

(832)381-3301 • Fax (281) 367-7729

PROJECT LOCATION			
911 Assigned address:			
Subdivision:	Lot:	Blk:	Sec:
PROJECT INFORMATION			
Wall Sign:	Freestanding Sign:	Other:	
Number of Signs:	Wall:	Freestanding:	Other:
Brief Description of Work:			
OWNER INFORMATION			
Name:	Phone:	Fax:	
Address:			
Email:			
CONTRACTOR INFORMATION			
Name:	Phone:	Fax:	
Address:			
Email:			
POINT OF CONTACT INFORMATION			
Name:	Phone:	Fax:	
Title:			
Address:			
Email:			

The undersigned Owner/ Agent/ Contractor, has read all the information contained in this application, agrees to conform to all applicable Federal, State, and local laws, and certifies the information provided herein is true and correct.

Signature of Applicant

Printed Name

Date

How do you prefer to receive correspondence? Please check one. Mail, E-Mail, Fax, Pick-up.

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