



Permit Number

APPLICATION

SIGN PERMIT

Requirements

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable. Applications are processed within ten business days. To check the status of a permit, please email permits@cityofkennedale.com and include the property address and permit type.

- Contractor registered with Kennedale – Check registration status by emailing permits@cityofkennedale.com
- Completed, **legible**, signed application form
- Site plan showing:
 - Dimensions of sign as well as location relative to structures and on site and property lines (setbacks)
 - Labels indicating sign type, materials, any easements on property, adjacent streets, any entry/exit drives
- Final drawings/image files of proposed sign
- If using illumination, detail sheet showing style and light functions and emissions
- Electrical plans if applicable
- If using masonry, construction plan(s) and detail sheet for material

Applicant Information *(Serves as primary contact for this permit)*

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Applicant Email: _____

Property Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone: _____ Owner Email: _____

Project Information

Property Address: _____

Sign Dimensions: _____ Sign Height: _____ Construction Value: _____

Building Dimensions: _____ Building Height: _____ Sign Setbacks: _____

Is the sign illuminated? Yes No Type of Sign: _____

Materials: _____

Detailed description of sign type/design and placement: _____

Please submit to permits@cityofkennedale.com with supporting documents if applicable.

Contractor Information

Contractor Name: _____

Contractor Company: _____

Contractor Phone: _____ Contractor Email: _____

Electrical Contractor Information *(If electrical work is being performed)*

Contractor Name: _____

Contractor Company: _____

Contractor Phone: _____ Contractor Email: _____

Applicant Agreement

By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected and that the fee is nonrefundable.

Signature of Applicant: _____ Date: _____

For Office Use Only		
Completeness Check		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached site plan and image file(s)/drawing(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	
Planning and Zoning Review		
Property zoning: _____		
Proposed sign meets setback/dimensional requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed sign meets material requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is proposed structure in any easements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is proposed structure in a floodzone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign complies with UDC Sign Standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	