



## SIGN OPERATING PERMIT APPLICATION

All signs must comply with City of Oak Ridge North Code of Ordinances (Chapter 14 and 62). Each operating permit for each sign issued shall be effective for a period of 3 years. Not less than 30 days nor more than 60 days prior to the expiration of each 3 year period, application may be made for a 3 year extension of the operating permit. The sign operating permit fees are determined by the type of sign. Permit fees are listed in Oak Ridge North Schedule of Fees.

- Single cabinet on ground sign structure \$100.00 ea.
- Billboard signs, off-premise \$300.00 ea.
- Wall signs greater than 32 sq. ft. of face area \$100.00
- Wall sign painted on wall over 35 sq. ft. \$100.00.
- Marquee and canopy signs over 40 sq. ft. \$100.00

Please complete and submit the application and all necessary accompanying forms to [permits@oakridgenorth.com](mailto:permits@oakridgenorth.com) or deliver PDF copy 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 20 business days.

PROJECT LOCATION			
<a href="#">911</a> Assigned address:			
Subdivision:	Lot:	Blk:	Sec:
PROJECT INFORMATION			
Wall Sign:	Freestanding Sign:	Other:	
Number of Signs:	Wall:	Freestanding:	Other:
<b>Provide Tag Numbers for all existing signs:</b>			
OWNER INFORMATION			
Name:	Phone:	Fax:	
Address:			
Email:			
POINT OF CONTACT INFORMATION			
Name:	Phone:	Fax:	
Title:			
Address:			
Email:			

### City of Oak Ridge North

27424 Robinson Road • Oak Ridge North, Texas 77385

(832)381-3301 • Fax (281) 367-7729

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**Declaration of sign owner**

**By my signature below, I hereby declare that the above information is true and correct and further that the sign is being erected and/or maintained at the above location with the permission of the owner and authorized lessee of the premises; that the sign does not violate any applicable zoning restrictions or other restrictions on the premises; and that having read the restrictions and requirements of the City's Sign Ordinance, that the sign is being erected or maintained in compliance with the Sign Ordinance, Chapter 62, City Code of Ordinances and other applicable laws, and I understand that this permit is renewable every three (3) years.**

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Signature of Applicant

Printed Name

Date

How do you prefer to receive correspondence? Check one.

Mail,

E-Mail,

Fax,

Pick-up.

**City of Oak Ridge North**

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