City of Irving
Sign and Fence Permit Application
Inspections Department

PROPERTY INFORMATION	CONTRACTOR INFORMATION
_____ Street Address of Sign or Fence	_____ Name of Contractor
_____ Tenant (for businesses only)	_____ Street address of contractor
_____ Property owner	_____ City/State/Zip
_____ Address of property owner	_____ Phone #
_____ City / State / Zip	**Submittal: Signs:** Submit 3 sets of plans (in color), elevations and site plan. **Fences:** Submit 3 site plans.

Signs: ☐ **New** ☐ **Reface**

Sign type: _____

Square feet: _____

Illuminated? ☐ **Yes** ☐ **No**

If Yes, check one:

☐ **New service** (A separate electrical permit is required.)

☐ **Existing service** (Hook-up of existing service only)

Master Electrician: _____ **Lic #** _____

Fences: ☐ **Commercial** ☐ **Residential**
☐ **New Fence** ☐ **Replacement**

Fence material: _____

Height: _____ **ft. / Length:** _____ **ft.**

Outside Storage? ☐ **Yes** ☐ **No**

Barrier for pool or spa? ☐ **Yes** ☐ **No**
(additional regulations will apply)

Access controlled? ☐ **Yes** ☐ **No**
(may require Fire Department approval)

Arm Extensions? ☐ **Yes** ☐ **No**
(No coiled or wrapped wire is allowed.)

Value to install sign or fence (fair market value) $_____

Sign permits are valid for 6 months. Fence permits are valid for 3 months. The issued permit becomes invalid if work has not commenced within this time frame. All permits require at least a final inspection, possibly more for free-standing or illuminated signs.

Illuminated Signs:

Illuminated signs must be installed and wired in accordance with the current edition of the NEC by a registered contractor and a state licensed Master. All illuminated and outline lighting installed within the city limits shall be listed by a nationally recognized testing agency (NEC 600.3). For questions, call James Hathorn (972-721-4889), Chief Electrical Inspector with the City of Irving.

APPLICANT INFORMATION

I hereby certify that I have read and examined this application and know the same to be true and correct. This permit is issued on the basis of information furnished herein and is subject to property restrictions, provisions of the building code, zoning ordinances, and all other governing ordinances.

The applicant below is the: Owner _____ Contractor _____ Tenant _____ Architect _____ Engineer _____ Developer _____

Date _____ Applicant's name (printed) _____

Signature _____ Applicant's Phone # _____

E-mail address _____

FOR OFFICE USE ONLY

Overlay Dist _____ Zoning _____ Fee $_____

Appd by _____ Date _____ Comments _____