



**Westworth Village**  
The Hidden Jewel of the Metroplex.

# Sign Permit Application

City of Westworth Village – Permits Department: 817-710-2505  
311 Burton Hill Rd., Westworth Village, TX 76114

Address of Sign Location: \_\_\_\_\_

**Property Information:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Contractor Information:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Sign Information**

Valuation of Project: \$ \_\_\_\_\_

**Temporary Sign:**       Banner       Balloon       Inflatable Object

**Wall Sign:**

Length of Building Where Sign is Located: \_\_\_\_\_ Sq. Footage of New Sign: \_\_\_\_\_

Sq. Footage of All New and Existing Sign Surfaces:      Front: \_\_\_\_\_      Side: \_\_\_\_\_      Back: \_\_\_\_\_

**Monument Sign:**

Setbacks: \_\_\_\_\_       Single Tenant       Multi-Tenant      Base: \_\_\_\_\_      Height: \_\_\_\_\_      Area: \_\_\_\_\_

**Canopy Sign:**

Base: \_\_\_\_\_      Height: \_\_\_\_\_      Area: \_\_\_\_\_

**Pole Sign, Freestanding: This type of signage is not allowed by City Ordinance.**

Will new signage be lighted?     Yes     No

**Electrical Contractor Information:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Other Sign Type:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant Name (Print)*

RECEIPT

**FOR INTERNAL CITY USE ONLY**

**A. PERMITS DEPARTMENT**

- Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Application Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Entered into Incode & Tyler Content Manager Project Code: \_\_\_\_\_ Date: \_\_\_\_\_
- Routed to Inspection Department by: \_\_\_\_\_ Date: \_\_\_\_\_

**B. BUILDING DEPARTMENT**

- Application Approved     Application Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_
- For Temporary Signs    Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

*If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.*

- Application Routed to Permits Dept. or City Secretary by: \_\_\_\_\_ Date: \_\_\_\_\_

**C. PERMITS DEPARTMENT**

- Permit Created by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit # Issued: \_\_\_\_\_     Permit & Application Scanned into Tyler Content Manager
- Permit Mailed to Applicant by: \_\_\_\_\_ Date: \_\_\_\_\_

**D. CITY SECRETARY**

- Denial Notice Mailed to Applicant & Copied to Application by: \_\_\_\_\_ Date: \_\_\_\_\_

**E. RECORDS DEPARTMENT**

- PW5250-10a – Granted Permits – Keep 5 years.
- PW5250-10a – Denied Permits – Keep 1 year.