



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)

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.