



Commercial Sign Requirements

200 South Main
Blue Ridge, Texas 75424
972-752-5791

The term "sign" shall, in addition to its usual definition, mean any name, number, identification, description, announcement, declaration, demonstration, device, display, flag, banner, pennant, illustration, beacon, light, or insignia and structure supporting any of the same, affixed directly or indirectly to or upon any building or outdoor structure, or erected or maintained upon a piece of land, which directs attention to an object, product, service, place, activity, person, institution, organization, or business.

When is a permit required: No person, firm, or corporation shall erect, replace, alter, remove, or relocate within the City any sign as defined in this ordinance without first obtaining a separate sign permit for each sign and making payment of required fee. All illuminated signs shall, in addition, be subject to the provisions of the electrical code and the required permit fees. All signs located along a State Highway shall be subject to the provisions of the Texas Highway Beautification Act-Outdoor Advertising Signs and a TXDOT permit may be required.

When is a permit not required: A permit shall not be required for the following signs; provided, such signs otherwise comply with all other applicable sections of the City sign ordinance.

- Signs not exceeding eight (8) square feet in area, which advertise the sale, rental, or lease of the premises on which such sign is located; limited to one (1) sign or any one (1) lot or premises.
- Name plates not exceeding one (1) square foot in area.
- Political signs
- Bulletin boards not exceeding sixteen (16) square feet in area for public, charitable, or religious organizations when they are located on the premises of the institution.
- Temporary construction signs, not exceeding eight (8) square feet in area, denoting architect, engineer, or contractor, when placed upon the premises under construction.
- Occupational signs, not exceeding two (2) square feet in area, denoting only the name and profession of an occupant in a commercial building or public institutional building.
- Memorial signs or tablets, names of buildings, and date of erection when cut into any masonry surface or when constructed of bronze or other incombustible materials.
- Flags, emblems and insignia of any governmental body, decorative displays for holidays or public demonstrations which do not contain advertising and are not used as such.
- On-site directional signs not exceeding eight (8) square feet, provide such directional signs do not contain advertising and are not used as such. Placement of such directional signs must conform to visibility standards.

- Traffic or other governmental signs, legal notices, danger and such emergency, temporary or non-advertising signs as may be approved by the mayor or authorized representative.
- The changing of words on a sign that is designated with interchangeable words.
- Normal maintenance to replace worn parts and repairing deteriorated paint without a word change.
- Garage sale signs.

Submittal Requirements:

Commercial Permit Application with an original signature must be complete and submitted with the following information:

1. Written consent of the owner of the building, structure, or land to which or on which the sign is to be erected.
2. **(2) Site Plans to include:**
 - Legal Description and Address
 - Property lines and lot dimensions – a plat must be submitted
 - Proposed sign locations relationship to nearby buildings or structures, signs, property lines, driveways, public streets, fences and sidewalks.
 - Zoning classification carried by all property located within three hundred (300) feet of the property subject to the application.
 - All easements and overhead utilities.
3. **(2) Sign Design and Specifications**
 - Must include all electric devices.
 - Picture of sign with sign measurements shown, area and height.
 - Construction materials, method of construction, and attachment to the building or ground.
 - Stress sheets and calculations showing the structure is designed for dead load and wind pressure from any direction in the amount required by this and all other laws and ordinances of the city.
 - Plans shall include a registered engineer's seal for roof mounted or free standing signs of fifty (50) square feet or larger and ten (10) feet or more in height.
 - Contractor Registration required for Sign Contractor and Sign Electrician.

Additional sign regulations can be found in the City of Blue Ridge Ordinance #99-05-04



200 S. Main Blue Ridge, Texas 75424
 Phone: (972) 752-5791 Fax: (972) 752-9160

Commercial Permit Application

Project Name: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Project Description: New <input type="checkbox"/>		Square Foot: _____	
Addition <input type="checkbox"/>		Remodel <input type="checkbox"/>	
Finishout <input type="checkbox"/>		Other <input type="checkbox"/>	
Sign <input type="checkbox"/>		Plumbing <input type="checkbox"/>	
Mechanical <input type="checkbox"/>		Electrical <input type="checkbox"/>	
Scope of Work: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____			
Name: _____		Contact Person: _____	
Address: _____			
Phone #: _____		Mobile #: _____	Email: _____

Engineer	Contact Person	Phone Number	Email:
Architect	Contact Person	Phone Number	Email:
General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumbing Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Total Permit Fees: _____

Received By: _____

Date: _____

BV Project #: _____



Bureau Veritas Contact Information

200 South Main
Blue Ridge, Texas 75424
972-752-5791

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (469) 241-1834 or toll free (800) 906-7199.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: inspectionstx@us.bureauveritas.com

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



Contractor Registration Form

200 South Main
Blue Ridge, Texas 75424
972-752-5791

Today's Date _____

Contractors Select Only One:

\$75.00 Registration Fee

- | | | | | |
|---|---------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Alarm Provider | <input type="checkbox"/> Electrical | <input type="checkbox"/> Foundation | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Backflow | <input type="checkbox"/> Energy Insp. | <input type="checkbox"/> General Cont. | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Well Drilling |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Fence | <input type="checkbox"/> Home Builder | <input type="checkbox"/> Pool | <input type="checkbox"/> Other |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Fire Sup | <input type="checkbox"/> HVAC | <input type="checkbox"/> Roofing | |

COMPANY INFORMATION:

Company Name:			
Company Address:			
City:	State:	Co. Fax:	Zip:
Co. Phone Number:		Co. Fax:	
Email Address:			
Authorized Signature:			
Print Name:			

LICENSE INFORMATION

Name:			
Address:			
City:	State:	Co. Fax:	Zip:
Phone Number:		Email:	
License Type:		License Number:	
Expiration Date:			

INDIVIDUALS PERMITTED TO PULL PERMITS

(Name & DL #)

(Plumbers excluded from fee)

All applicants must provide the following at time of submittal:

- A legible copy of a Texas state trade license and valid Texas Driver's License or Photo ID.
- Proof of general liability insurance.
- Registration fee or renewal fee is \$75.00. Not Transferable. Fees are not pro-rated.
- Registration for Plumbers, Electricians and HVAC contractors will expire same date as Master License.
- Inspections will not be performed and permits **will not** be issued to any individuals or companies who do not have a current registration with the Blue Ridge.



Council Agenda Request

200 South Main
Blue Ridge, Texas 75424
972-752-5791

Form must be completely filled out. Return to City Hall by the last Tuesday of the Month to be considered for the next City Council Meeting.

Name: _____ Date: _____

Address: _____

Phone: _____ Cell: _____

Property Address: _____

Company / Organization: _____

Agenda Request: _____

Date of meeting you wish to attend: _____

Will representative be present at meeting: Yes No

Do you have material that will need to be handed out prior to the meeting: Yes No
(Please provide to City Secretary)

I understand that this a request to be placed on the requested agenda to go before the City Council of the City of Blue Ridge . This is not a guarantee that I will be placed on the requested agenda.

Applicants Signature

Date