



Permit Number

APPLICATION SIGN PERMIT

Requirements - PLEASE READ ALL OF THE FOLLOWING INSTRUCTIONS CAREFULLY

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable. To check the status of a permit, please email permits@cityofkennedale.com and include the property address and permit type.

- Contractor registered with Kennedale – Check registration status by emailing permits@cityofkennedale.com
- Completed, **legible**, signed application form
- Site plan showing:
 - Dimensions of sign as well as location relative to structures and on site and property lines (setbacks)
 - Labels indicating sign type, materials, any easements on property, adjacent streets, any entry/exit drives
- Final drawings/image files of proposed sign
- If using illumination, detail sheet showing style and light functions and emissions
- Electrical plans if applicable
- If using masonry, construction plan(s) and detail sheet for material

Applicant Information *(Serves as primary contact for this permit)*

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Applicant Email: _____

Property Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone: _____ Owner Email: _____

Project Information

Property Address: _____

Sign Dimensions: _____ Sign Height: _____ Construction Value: _____

Building Dimensions: _____ Building Height: _____ Sign Setbacks: _____

Is the sign illuminated? Yes No Type of Sign: _____

Materials: _____

Detailed description of sign type/design and placement: _____

Contractor Information

Contractor Name: _____

Contractor Company: _____

Contractor Phone: _____ Contractor Email: _____

Electrical Contractor Information *(If electrical work is being performed)*

Contractor Name: _____

Contractor Company: _____

Contractor Phone: _____ Contractor Email: _____

Applicant Agreement

By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected and that the fee is nonrefundable.

Signature of Applicant: _____ Date: _____

For Office Use Only		
Completeness Check		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached site plan and image file(s)/drawing(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	
Planning and Zoning Review		
Property zoning: _____		
Proposed sign meets setback/dimensional requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed sign meets material requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is proposed structure in any easements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is proposed structure in a floodzone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign complies with UDC Sign Standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	

PLEASE REVIEW THIS GUIDE BEFORE COMPLETING APPLICATION ON FOLLOWING PAGES

**City of Kennedale
Permit Application Guide**

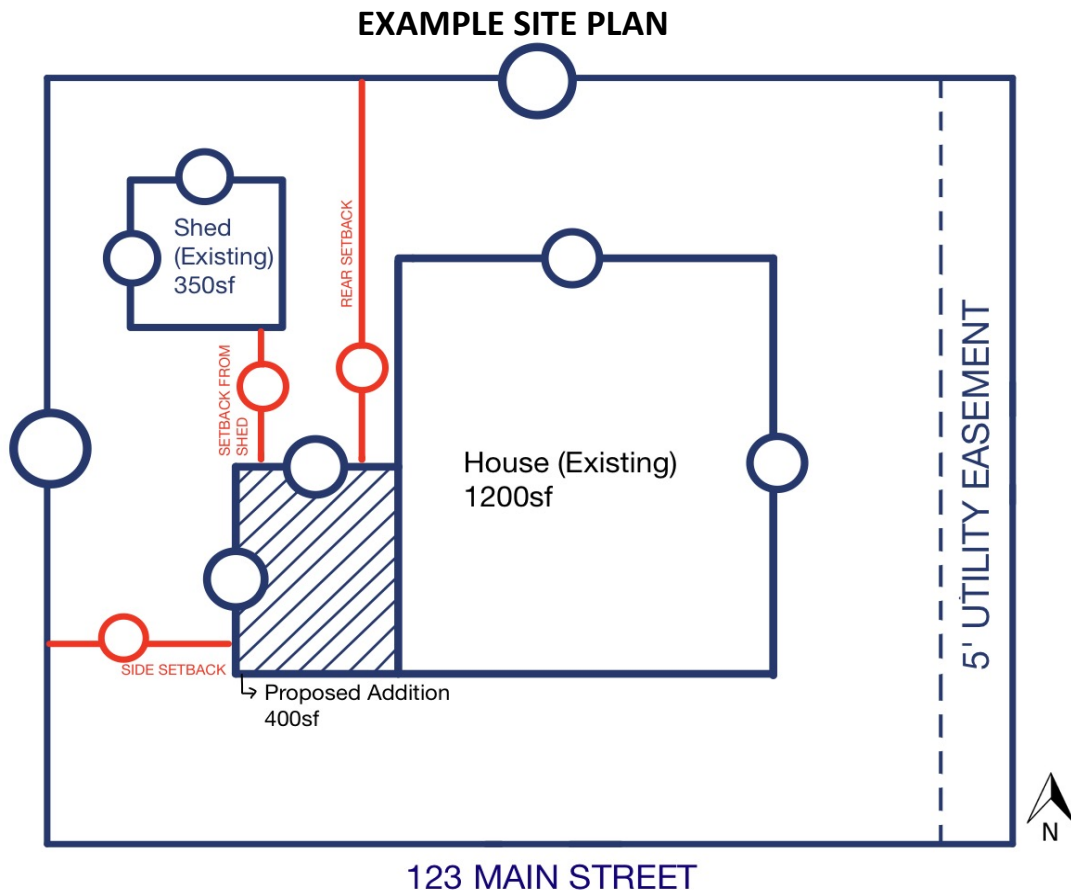
1. Visit **cityofkennedale.com/permitapplications** to download applications.
2. Review the list of requirements at the top of the application. Gather all required documents and plans to include with your application.
Tip: Nearly every application requires a registered contractor. It is best to take care of registration BEFORE submitting your permit application.
3. Fill out the application completely. Please ensure no required items are left blank or missing.
4. Email completed application and all required plans and documents to permits@cityofkennedale.com.
Tip: Send these documents all together in one email to help ensure no documents or plans are missed which may delay your plan review.
5. The applicant will receive instructions on completing payment via email. Once payment is completed, plan review will begin the following full business day.
6. The applicant will receive plan review comments and any follow-up from staff via email. Any subsequent plan review will begin the full business day following receipt of revisions.
7. Approved plans and permit will be emailed to applicant and general contractor. You may begin work as soon as you receive these items. Be sure to have your permit and approved plans available on site during all construction and inspections.
8. When ready for inspections, visit **cityofkennedale.com/InspectionRequest** and fill out the form. Next business day inspections are currently only available if requested before noon the prior business day.

Plan Review Turnaround Times		
Project Type	First Plan Review	Subsequent Reviews
Small Residential Projects*	5 business days	5 business days
Residential Projects	10 business days	5 business days
Multi-family Projects	10 business days	5 business days
Commercial Projects	10 business days	5 business days
Commercial Building Permit	10 business days	5 business days
Large Commercial (\$20M+ valuation)	20 business days	10 business days
Engineering Review**	20 business days	10 business days
Day 1 = First full business day after receipt of plans and all supporting documents		
*Includes single-lot fences, simple accessory structures under 300sf (no MEP work)		
**Engineering Review required in clearing, grading, tree removal, large commercial, retaining walls 4ft+, multifamily		

City of Kennedale Site Plan Guide

Site plans display a top-down aerial view of a property and are used to show the placement of existing and proposed structures, fences, pools, etc. A site plan is required for most permit applications because staff must ensure your project can safely, legally be placed where you plan to build it. If you have never created a site plan before, follow this guide to make your own.

1. Obtain a copy of your survey. If you do not have a survey, you can either take a screenshot of your property using Google Maps Satellite view or you can hand draw a site plan to scale.
2. Draw the boundaries of the entire property (please be sure to outline the property if you are using a Google Maps screenshot). Label the dimensions of the property lines.
3. Draw and label all existing and proposed structures (house, sheds, pools, etc). Label dimensions on all existing and proposed structures. (For fences, use a red line with Xs: **x-x-x-x-x**)
4. Label the setbacks (distance from property lines and any surrounding structures) of the proposed structure.
5. Label adjacent streets and any easements. Add a compass to indicate direction.



Above site plan is an example only and should NOT be used as a site plan for your project. Circles represent measurements that must be labeled on a site plan.