



CITY OF HOUSTON

Post Office Box 2688 Houston, Texas 77252-2688

Sylvester Turner, Mayor

Thank you for your interest in obtaining a Sign Contractor's License in the City of Houston. This license is required for any person leasing or erecting signs in the City of Houston and renewed annually for \$456.53. Additional Electrical Licenses are required for companies installing electrical signs.

We are going to have companies outside of the Houston area applying for licenses. In order to accommodate the licensing process, they must provide an agent within the sign code application area as outlined in Section 4606(c)

In order to avoid unnecessary delays in the processing of your application, the evidence of insurance and Removal Bond should be submitted with the application.

Presently, an approved public liability and property damage insurance policy in the amount of \$100,000.00 for any person injured, \$300,000.00 for injury to more than one person and \$100,000.00 for property damage and a \$25,000.00 Removal Bond is required. If you intend to perform work over the curb line or on public property, a Construction Bond in the amount of \$25,000.00 or a deposit of like amount with the city is required prior to commencing work.

Enclosed are the insurance requirements including endorsements that are required under the current provisions of the Houston Sign Code. For your convenience, bond forms containing the required language have been provided and may be used by your surety company provided that seals are affixed as required.

If you should have any questions concerning the application process or these requirements, please contact Lisa Cotton at (832)394-8907

Sincerely,

Sign Administrator
Public Works and Engineering
LL/lmc

Enclosures - (5)

Revised January 5, 2016

ENDORSEMENT

The following endorsement should be obtained by license applicants so that the standard public liability and property damage policy typically presented by license applicants will meet the requirements of Section 4606(d) of the Sign Ordinance:

Inasmuch as _____ seeks to obtain a license from the City of Houston, Harris County, Texas for the purpose of erecting and/or leasing signs in accordance with the City's Sign Ordinance, Chapter 46, Building Code, it is agreed that this policy is expressly extended to provide the public liability and property damage coverage required by said ordinance in Section 4606 (d) on all signs leased and/or erected by _____, within the City of Houston.

It is further agreed that the City of Houston will receive prior written notice of cancellation of the policy not less than ten (10) days prior to the date of cancellation, in accordance with the requirements of Section 4606(d) of said Ordinance. The required notice should be addressed as follows:

**CITY OF HOUSTON
PUBLIC WORKS AND ENGINEERING DEPARTMENT
SIGN ADMINISTRATION
P. O. BOX 2688
HOUSTON, TEXAS 77252-2688**

The above endorsement should be added to the policy by the insurer and signed by its authorized representative. In addition, the certificate of insurance must include proof of authorization as follows:

The applicant should have a power of attorney for the authorized representative signing the certificate attached to the certificate of insurance unless the certificate comes direct from the company and bears the signature of an officer and the corporate seal.

Sign Contractors Update

Sign Administration is looking to the future to handle permitting processes on-line therefore; we are requesting an email address for your company. Sign Administration is striving to provide an efficient, accountable and responsive sign permitting process all the while providing public safety. We hope to bring on-line plan submittal (B-Permitting), notice of approval, notice of rejection, and any other important article or update as a service in the near future.

Providing us with an email address of your company is step one in setting up for the future. We hope you will join us and participate in this exciting time. With your help and patience, together we can make it happen.

Please complete the information below. In addition to your email address, please update your general information.

+ _____
Date: _____

Sign Company Name _____

Local Address _____

City, State, Zip Code _____

Local Telephone # _____ Fax# _____ Cell _____

Owner's E-Mail Address _____

Company's E-Mail Address _____

Authorized person/s to obtain permits: 1. _____

2. _____ 3. _____

4. _____ 5. _____

6. _____ 7. _____

Print Owner/President Name _____ Date _____

Sign Company Owner/President Signature _____ Date _____

+ _____
Sign Administration Use Only

License # _____ APA# _____ ESM# _____

Entered By _____

THANK YOU!!

SECTION 4606

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SIGN COMPANIES

(a) License Required. Any person wishing to engage in leasing or erecting signs for any other person shall first obtain a license from the Sign Administrator to do so.

(b) License Fee. Any person required to obtain a license under the terms of this section shall pay an annual license fee of \$456.53.

(c) Address and Agent for Service of Process. Any person who is required to obtain a license under the terms of this section shall at all times maintain an office within the sign code application area, the current address of which is recorded with the Sign Administrator, or shall appoint and file of record with the Sign Administrator an agent within the sign code application area for service of process.

(d) Insurance. Each person licensed under the terms of this section shall submit evidence that the performance of work in connection with each sign will be covered by approved public liability and property damage insurance in the amount of \$100,000.00 for any person injured, \$300,000.00 for injury to more than one person and \$100,000.00 for property damage. Such policies of insurance shall be in a form selected or approved by the City Attorney and shall indemnify the City of Houston from all claims for personal injury, death or property damage arising from the construction or maintenance of the sign for which the permit is issued. Such policies of insurance shall be issued by an insurance company duly authorized to do business and issue such policies of insurance in the State of Texas and maintaining an office or represented by an authorized agent in the State of Texas and shall require that the insured give 10 days' written notice to the Sign Administrator before cancellation of the policy. Whenever any policy of insurance is cancelled, the Sign Administrator shall require that all work to which such policy applies be stopped immediately.

(e) Removal Bond. Each person licensed under the terms of this section shall furnish a bond in the amount of \$25,000.00 in a form determined by the City Attorney, or post a deposit in such amount, as a guaranty of compliance with this chapter and other applicable laws, including the removal of signs when required.

(f) Electrical Sign Contractor. Each person licensed under the terms of this section whose operations include signs that in any manner include the use of electricity shall adhere to the requirements of the City of Houston Electrical Code and shall pass such examinations and tests and hold such licenses and permits as are required thereunder.

(g) Vehicle Identification. Each person engaged in the leasing or erecting of signs shall identify all vehicles used by employees in connection with installing, erecting and maintaining signs with the name of their company and their license number. Such information shall be set out on each side of the vehicle in clearly

Section 4606

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visible, legible and proportionally spaced letters at least 2 inches high with a brushstroke width of at least 3/8 inch that are full view at all times. The required information may be painted on the vehicle, permanently attached by decals, or painted on a sign that is permanently attached to the vehicle. The letters shall be of a color that contrasts with the color of the vehicle or with any background color on the decal or sign. Signs attached with nuts and bolts or magnets are deemed not to be permanently attached and will not satisfy the requirements of this section.

Sign Administration

Informational Letter 0010-05

Footing Inspection Procedure

Effective January 1, 2006

Revised 11/2/11

As we all know, there are many more new companies that have joined the Houston family of licensed sign companies. As such, we need to insure that all companies understand the expectations, requirements, and procedures of a footing inspection. This procedure will not have an effect on those who have elected to participate in the Footing Certification Program as outlined in Informational Letter 000704. ***Please pay particular attention to item "D" below, as it is a significant change.*** In addition, this procedure will outline the requirements for the most common type of footing and the materials that are required to be on the job site (reference item "E")

I. Standard Footing Inspection Requirements.

A. Site inspection must have been approved for the proposed location of the ground sign and a permit issued.

B. Section 4606(g) states that vehicles used by employees in connection with installing, erecting and maintaining signs shall have company name and license number. If you have contacted with a sub-contractor to perform the drilling, as the permit holder, you are required to have a representative present.

C. The sign company is required to call Sign Administration no later than 4:30p.m. the day before. For example, if you want a Monday inspection, you must call the inspection in on Friday unless you choose a same day or overtime inspection (reference Information Letter 00092005 for type and fees).

1. When calling in, be prepared to provide the following:

a. Permit address (location of sign).

b. Project number (permit number).

c. Time of the footing inspection (this is the time the drilling of the footing is *complete*).

d. Name of contact person and phone number. This person should be the person who we may call the following morning in case the time should need to be adjusted.

e. It would be helpful, if you also called the following morning to confirm the time with the inspector.

D. You (the sign company) will be required to have the original approved drawings, site sheet and permit at the permitted location also referred to as the job site. Sign Administration will no longer bring the office copy to the job site. This is in line with the other construction trades.

1. Footing/hole must be located in the pre-approved location as shown on site sheet provided with the permit. If you dispute the site/sign location indicated on the site sheet as performed by the inspector, it is your responsibility to consult with the plan checker, supervisor or call the inspector to discuss. Do not assume you may drill where you have proposed. A plan re-exam and site re-inspection may be required. This is one of the reasons it is imperative that you provide a location with fixed dimensions on your site plan or land survey.

E. Common footing types and requirements of material to be on job site:

1. Direct Embedment or Direct Burial foundation for **non-staged** sign.

a. Pipe, post, I-beam, tube, etc. Required to be on site. These will be measured and

matched to the approved drawings.

2. Direct Embedment or Direct Burial foundation for **staged** sign.

a. First stage of pipe or material shown on approved drawing is required to be on site,

will be measured and matched to approved drawing.

3. Anchor Bolt foundation.

a. Rebar is required on site and will be measured to approved drawings.

b. If using a caged rebar design, it will be measured and must be assembled as per approved engineer drawing.

NOTE: Since all staged structures and anchor bolt foundations are required to be engineered, the engineer and sign company will be responsible for the remaining stages of the structure. You, the sign industry, have indicated the remaining stages go up after the concrete has cured and as such requires the remaining stages, if required to be on site, would create a hardship and traffic congestion in smaller parking lots. Sign Administration cannot be responsible or liable for material not inspected. You will not be penalized for not having the other stages on site but *you and the engineer will assume all liability with the entire sign structure*

F. If all aspects of location and footing appear to meet the approved requirements, the footing will be approved and the inspector will sign off on your copy of the permit.

II. Delays.

The primary purpose of the following is to discourage those who have a history of delays but in order to put a procedure in effect; it must be across the board to all contractors.

Sign Administration fully understands that delays may occur during the course of drilling from equipment failure to that of drilling into some type of utility line. However, these delays have a trickle down effect to other scheduled inspections or to other required work production. Therefore, the following shall become effective January 1, 2006.

A. Delay of 15 minutes but less than 30 minutes, will result in a reinspection fee being required. (Reference Informational Letter 0009-05)

B. Delay of 31 minutes or more will result in a Same Day Inspection being assessed. (Reference Informational Letter 0009-05)

C. You also have the option of an overtime inspection. (Reference Informational Letter 000905)

D. If you have a delay of greater than 15 minutes, you always have the option of canceling and rescheduling for the next business day. This will be a reinspection fee.

E. Other delays such as a change in material, depth of footing/hole, sign location, no representative on site, etc.

1. If there is any change whatsoever from the approved drawings, a plan re-exam is required. If the change includes pipe or footing on non-engineered drawing, this may be conducted over the telephone with revised drawings being submitted within 24 hours.
2. If the change is to an engineered drawing, we will not be able to conduct the changes over the telephone unless the engineer of record calls to speak with a plan checker or supervisor. The engineer must then submit the correction within 48 hours.
- 3.
4. Page 3
5. Informational Letter 0010-2005
6. Footing/Foundation Procedure
7. Failure to comply with the above procedure will result in the contractor and business being issued a removal notice. Repeat offenders also run the risk of losing their contractor's license.
8. This procedure is to standardize the way we do business in Houston. Our office takes pride in the service we have provided the industry over the years and the industry has really grown which has placed an undo hardship on the inspection staff when delays occur therefore we are unable to accommodate the way we did in years past. This should also serve as a tool to discourage the sign company from making a change after approved drawings have been issued and not submitting for a plan re-exam or site re-inspection. We sincerely hope this procedure will enlighten and inform you of the footing requirements and hope you will join us to provide a better and consistent inspection.

PLAN CHECKING

ALL OF YOUR TECHNICAL QUESTIONS ABOUT SIGNAGE AND PERMITTING SHOULD BE DIRECTED TO PLANCHECKING. THESE ARE THE PERSONS THAT CAN GUIDE YOU IN THE RIGHT DIRECTION.

WOODIE McCLENNON Assistant Chief	832-394-8916	<u>robert.mcclennon@houstontx.gov</u>
Daniel Hight Plan Analyst	832-394-8923	<u>daniel.hight@houstontx.gov</u>
Lester Antoine Plan Analyst	832-394-8921	<u>lester.antoine@houstontx.gov</u>
Lester Howard Plan Analyst	832-394-9506	<u>lester.howard@houstontx.gov</u>
Billy Simmons Plan Analyst	832-394-8908	<u>billy.simmons@houstontx.gov</u>
Kedrick Lyons Plan Analyst	832-396-9759	<u>kendrick.lyons@houstontx.gov</u>
Arnaldo Madera Plan Analyst	832-394-8925	<u>arnaldo.madera@houstontx.gov</u>
Misael Benitez Administrative Manager	832-394-8915	<u>misael.benitez@houstontx.gov</u>
WILLIAM GRIFFIN INSPECTION SUPERVISOR	832-394-8922	<u>william.griffin@houstontx.gov</u>

New On Premise Sign Permit Application:

http://documents.publicworks.houstontx.gov/documents/divisions/planning/enforcement/sign_permit.pdf

Sign Administration website: <http://www.houstonpermittingcenter.org/code-enforcement/sign-administration-and-permits.html>

To Check Permit Status online, go to: <http://www.houstonpermittingcenter.org/city-of-houston-permits/online-permits.html>

; **Key links:** [New Sign Code](#) - (Effective September 2, 2011)

City of Houston website: <http://www.houstontx.gov>; *Verify Occupancy @ the **On-Line Sold Permit Search**

http://www.cohtora.houstontx.gov/ibi_html/sldpmtsl.htm