

## **Sign Administration Frequently Asked Questions (FAQ's)**

Visit our web site at: <http://www.publicworks.cityofhouston.gov/planning/enforcement/signadmin.htm>

**Q:** Are permits required to install a sign?

**A:** Yes, in most instances.

**Q:** Can I put up my own sign at my own business?

**A:** A permit may be issued as long as the business owner is installing a non-illuminated sign at his/her business and is performing all of the work. The business owner's ground/pole sign may not exceed 10 feet in overall height and/or exceed 100 square feet in cabinet/display size. Wall signs must be no higher than 16 feet measured from the ground level to the top of the sign. A land survey showing utility easements is required.

**Q:** How many signs may I have at my business?

**A:** Each business is allowed a total of 5 signs and can choose between a combination of ground/pole or building/wall signs.

**Q:** Where can I place a sign on my property?

**A:** Signs must be wholly contained on private property, not placed in a utility easement unless permission from the utility has been granted. The sign placement may not impede visibility and not too close to power lines.

**Q:** Do I need a permit for a banner sign?

**A:** Yes. The City of Houston revised the Sign Code in October 2006 and banners must be permitted.

**Q:** May I place signs in the street median or telephone poles?

**A:** No. This is prohibited. It is illegal to place signs anywhere in the public right-of-way. Any sign placed in the right-of-way will be confiscated and subject yourself to citations.

**Q:** Do interior signs require permits?

**A:** Interior signs do not require a permit unless it is electrical. If electrical, contact the Electrical Group at 713-535-7600 for permitting requirements.

### **General Information:**

Most new businesses like to place banners at their place of business. When the Sign Code changed in October of 2006, it changed the "free" banner into a banner that requires a permit. It is referred to as the Limited Use Banner. It requires a permit; be 40 square feet or less and may be displayed for 7 days out of a 30 day period and be flush mounted against the wall of the building.

Instead of utilizing the Limited Use Banner as mentioned above, you may consider permanently permitting a banner sign, may be larger than 40 square feet, if you place it on a backer-board, frame it and flush mount it against the wall of the building.

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