

Sign Administration
Informational Letter 0009-2005
Footing/Foundation Fee Policy
Effective December 1, 2005
Revised 11/1/11

There are now over 200 licensed sign companies doing business in Houston and over the years, Sign Administration has made every effort to accommodate and be flexible for your scheduled footing inspection time.

Procedurally, sign companies call in the day before for a specific time frame. However, what is becoming an all too frequent occurrence, we will receive a phone call 5 to 30 minutes before the actual inspection time, indicating it needs to be rescheduled for some other time most often on that same day. This has become problematic for our inspectors and unfair to those sign companies who are on schedule with their inspection time.

In addition, if a representative of your company calls to cancel the footing inspection altogether for that day, your reservation or time slot is considered forfeited. If you call back later in the day to reclaim that time, a "reschedule" will be necessary by a Specially Requested Inspection or Emergency Inspection.

Therefore, effective December 1, 2005, there will be a Re-inspection Fee or Specially Requested Inspection Fee or Emergency Inspection Fee assessed as follows:

Section 117.1.5. Re-Inspection Fee will be assessed if the footing is not ready within 30 minutes of the scheduled time or is rescheduled for another day.

Section 117.1.6. Specially Requested Inspection Fee will be assessed if the footing inspection requested is still wanted by the sign company the same day but outside of the 30 minute window as outlined under Re-inspection Fee above.

Section 117.1.7. Emergency Inspection Fee will be assessed if the footing inspection causes the inspector to work after their normal work schedule.

The Emergency Inspection Fee may also be used if you want an inspection to take place outside our normal business hours or on weekends.

A representative from your company will be notified of any additional fees. One of the above fees that best meet the requirements mentioned above must have acknowledgment or acceptance from a representative of your company prior to the fee being debited or withdrawn from your APA account. If there is no money in your account, then a hold will be placed on your license until paid and a removal notice may be issued to the business if not paid within 7 business days.

Most importantly, our office wants to provide on time and quality inspections. Further, we want to assist and be flexible to accommodate the sign industry without interrupting other inspections. In addition, we would like to encourage you to consider participation in the Footing Certification Program that has been in effect since December 20, 2004.

Form was revised 11/1/11 to remove the actual dollar amount associated with these permits as they are set forth by Section 117 of the Houston Building Code.