

Information Letter # 0006-2004

“One Stop” Plan Review for Wall and Roof Signs

Effective September 20, 2004

In an effort to expedite the permitting process of wall and roof signs, a licensed sign contractor may utilize the “*One Stop*” permitting program.

The newly created *One Stop* permitting program is set-up to allow the licensed sign contractor to obtain the required permit(s) while with the plan checker. The “site inspection” that was normally done before the permit was issued, will now be conducted after the wall/roof sign is permitted and installed.

If the permitted site location is in compliance, the inspector will place the identification tag on or near the new sign. If the site is not in compliance, a removal notice will be issued to the business, licensed sign contractor or both.

It is imperative that the licensed sign contractor provide clear and precise elevation drawing depicting the location of the wall/roof sign and site/plot plan that shows:

- Two closest intersecting streets
- North arrow
- Building elevations and footprint of the building
 1. Indicate location of any existing signs that are to remain.
 2. Indicate location of signs that are being removed.
 3. Indicate location of new signs.
 - Match up sign(s) shown on application with sign drawings and location/elevation on building. Example: Sign “A” must be depicted or indicated on the sign drawings and elevation drawing.
 4. It is imperative to show all signs (new and old) to ensure the sign count has not been exceeded.
 5. New roof signs must be engineered (No change).
 6. Unusual wall signs or wall signs that are attached to a parapet wall or wall signs that are considered exceptionally large or exceeds 200 square feet may also be required to be engineered.

If all documents are in order, the plan checker will complete all required computer work, accept payment, and issue the permit or will direct you to the designated account clerk. No more than 2 locations will be accepted at a time.

If appropriate or adequate drawings are not provided or the tenant does not have a Certificate of Occupancy, you will be denied and the plan checker will inform you of the deficiencies. The plan checker will not be authorized to hold any rejected or denied paperwork waiting for you to resubmit.

The *One Stop* program may continue to be conducted in conjunction with the Fax and Drop Off Programs; however, these will be done based in order received and may not be completed on the same day received. Priority will be given to those customers who come in to the office. As a reminder, money must be maintained in your APA Account in order to use the Fax or Drop Off Programs.

In an effort to provide accurate, prompt and quality service, Sign Administration staff request that contractors provide their own due diligence in determining if a street is in the city limits by purchasing a Key Map or view HCAD. In the near future, the Sign Code, Major Thoroughfares and Scenic Districts will be able to be viewed on our Web Page. We will place a notice in plan checking when it becomes available on-line.