



C i t y o f H o u s t o n
Limited Use Banner Sign Application
Ordinance # 2006-1001 Effective December 3, 2006

Limited Use Banner Sign. Banner Sign shall mean any sign constructed of cloth, canvas, light fabric or other light material, not to exceed 40 square feet in size; provided that portable signs, flag signs, light standard decorations and awning signs shall not be considered banner signs.

The Sign Code limits the size and duration that the Limited Use Banner Sign may be displayed. Banner sign, provided there is only one such sign on the premises, and further provided the banner sign is securely attached and placed flush against an exterior wall of a building and is displayed on consecutive days, for a maximum of seven days in any 30-day period.

This application must be applied for and a permit issued in advance of the installation of the Limited Use Banner Sign.

Applicant Information:

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Sign Message: _____

Indicate the dates the Limited Use Banner Sign will be displayed.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Insert Date	Insert Date	Insert Date	Insert Date	Insert Date	Insert Date	Removal Date

I hereby certify that the above information is true and correct and further that the sign is being erected and or maintained at the above location with the permission of the owner and/or authorized lessee of the premises; that the sign does not violate any applicable deed restrictions on the premises; and that having read the restrictions and requirements of the City's Sign ordinance; that the sign is being erected or maintained in compliance with the Sign Ordinance, Chapter 46, Building Code, City of Houston and other applicable laws.

I, (Business Owner/Manager) (Print Name) _____ also understand that the banner sign must be removed close of business of the 7th day. By signing below, I understand that I am the responsible person/party to insure compliance of the Houston Sign Code is maintained and no further warnings will be given. Failure to maintain compliance could result in citations being issued to me.

_____/_____/_____/_____
 Signature Title Drivers License Number State Issued

Sworn to and subscribed before me by said _____ on _____, 20____, to certify which witness my hand and seal of offices.

 Notary Public in and for Harris County Seal

Affidavit for Sign Company: I hereby certify that the above information is true and correct and further that the banner sign is being erected and/or maintained at the above location with the permission of the owner and authorized lessee (if any) of the premises; that the banner sign does not violate any applicable deed restrictions or other restrictions on the premises; and that having read the restrictions and requirements of the City's Sign Ordinance; that the banner sign is being erected or maintained in compliance with the Sign Ordinance, and other applicable laws.

_____/_____/_____/_____
 Signature Title

Sworn to and subscribed before me by said _____ on _____, 20____, to certify which witness my hand and seal of offices.

 Notary Public in and for Harris County Seal

Sign Administration Use Only

Fees: **Site:** \$60.00 **Plan Exam:** \$35.00 **Construction:** \$45.00 (Invest Fee if applicable: _____) Admin \$10.00

TOTAL AMOUNT DUE _____ Check# _____ Cash/Receipt _____

Project/Permit # _____ Insp Name/# Assigned _____

Follow-up Date _____ Processed By _____

Number of existing banner signs _____ Number of banners to be removed _____
 Total Number of Permanent Permitted signs: _____

Grd _____ Roof _____ Wall _____ Awning _____ Proj _____ Marq _____ Port _____ Dir _____

Did a warning notice have to be issued for any other unpermitted signs at this location? _____ Yes _____ No If yes: Proj# _____
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Limited Use Banner Guidelines

The City of Houston City Council passed Ordinance # 2006-1001 which impacts the use of some banners.

“Limited Use Banner. In addition to the on-premise signs authorized under Section 4611(b)(1) of this chapter, a permit may be issued in accordance with Section 4650 hereof and in accordance with this subsection for an on-premise, limited use banner sign. Each such sign must otherwise comply with the requirements of this chapter for on-premise banner signs, provided rope or other such lightweight support material may not be used in the construction on the sign, the sign may not exceed 40 square feet in size, and the sign must at all times be securely attached and maintained flush against an exterior wall of a building. Only one such sign may be used on any premises at anytime, and such sign may only be displayed on consecutive days, for a maximum of seven days in any 30 day period. Each such display period shall require the issuance of a separate permit and the payment of appropriate site inspection, plan exam, construction permit, and administrative fees as set forth in Section 117 of this Code.”

I. Summary

1. Each business premise will be allowed to display one (1) limited use banner.
2. May not exceed 40 square feet.
3. May be displayed for 7 days in any one 30 day period.
4. Must be flush mounted against an exterior wall and securely attached. May not use wire, rope or similar support to secure. The banner may not wave or flap in the wind.
5. The limited use banner does not count toward the overall sign count.
6. A separate permit is required each 7 day cycle. You will need to permit each month.

II. Applicant/Business Guidelines:

1. Complete the Limited Use Banner Application.
2. An individual may apply for the permit if the overall height of the banner does not exceed 16 feet in overall height.
3. A licensed sign contractor may also apply for and install the banner.
4. If the applicant uses a non-licensed sign company to fabricate the banner sign, applicant will have to install the banner sign if it meets the criteria as outlined in # 2 above or obtain the services of a licensed sign company to install. Section 4606(a) states: “Any person wishing to engage in leasing or erecting signs for any other person first shall obtain a license from the Sign Administrator to do so.”
5. Applicant to submit drawing or photo of the banner along with dimensions (size) and method of how it is being secured to the building wall.
6. Applicant to provide a sketch or plot plan, indicating the location where the banner is to be placed.
7. While waiting, Sign Administration staff will assign a permit/project number and provide applicant with a copy of the permit. This permit is eligible for the One Stop Program.
8. Permit cost: Section 117 of the I.B.C. will be \$150.00. If the banner was installed without first having secured the permit, an investigative fee in the amount of \$45.00 will be assessed in addition to the \$150.00.
9. The banner shall be removed by close of business or at midnight of the 7th day. Failure to remove shall result in a citation being issued.
10. If the applicant has any questions, please speak with one of our Plan Checkers at 713-218-5801.
11. Post permit in a conspicuous location at your place of business.

City of Houston
Public Works and Engineering Department
Planning and Development Services Division
Sign Administration
2636 South Loop West Suite 675
Houston, Texas 77054
713-218-5801 or 713-218-5820