



ON - PREMISE

SIGN PERMIT APPLICATION

Receiving: 1st flr 4th flr
 Admin: _____ Date: _____
 Time: _____

1002 Washington Ave. - 4th Floor - Houston, TX 77002 Phone: 832-394-8890 Monday - Friday 7:30 am - 4:00 pm

Category A Category B Category C Category D Changeable Message Sign

APPLICANT	Sign Company: _____	Sign Co. License: _____
	Contact: _____	E-Mail: _____
	Address: _____	Office Phone#: _____
	City,ST,Zip _____	Cell Phone#: _____
PROPERTY	Owner Name: _____	Billing Name: _____
	Address: _____	Address: _____
	City,ST,Zip _____	City,ST,Zip _____

FC = Face Change	N1 = Ground	N2 = Roof	N3 = Wall	N4 = Projecting	N5 = Marquee	N6 = Portable	N7 = Directional
Sign A <input type="checkbox"/> New <input type="checkbox"/> Electrical	Sign B <input type="checkbox"/> New <input type="checkbox"/> Electrical	Sign C <input type="checkbox"/> New <input type="checkbox"/> Electrical	Sign D <input type="checkbox"/> New <input type="checkbox"/> Electrical	Sign E <input type="checkbox"/> New <input type="checkbox"/> Electrical			
Sign Type _____	Sign Type _____	Sign Type _____	Sign Type _____	Sign Type _____			
Width _____ Ft _____ In	Width _____ Ft _____ In	Width _____ Ft _____ In	Width _____ Ft _____ In	Width _____ Ft _____ In			
Height _____ Ft _____ In	Height _____ Ft _____ In	Height _____ Ft _____ In	Height _____ Ft _____ In	Height _____ Ft _____ In			
Max Ht _____ Ft _____ In	Max Ht _____ Ft _____ In	Max Ht _____ Ft _____ In	Max Ht _____ Ft _____ In	Max Ht _____ Ft _____ In			
Faces _____ Poles _____	Faces _____ Poles _____	Faces _____ Poles _____	Faces _____ Poles _____	Faces _____ Poles _____			
Project # _____	Project # _____	Project # _____	Project # _____	Project # _____			

A _____ <input type="checkbox"/> Refurb	D _____ <input type="checkbox"/> Refurb
B _____ <input type="checkbox"/> Refurb	E _____ <input type="checkbox"/> Refurb
C _____ <input type="checkbox"/> Refurb	Other _____
FC/Refurb - Ref. #	A B C D E

Electronic (LED) Signs - Changeable Message and High Technology Acknowledgement Receipt

• Notice is hereby given to the sign owner, occupant, or leaseholder about the Houston Sign Code Regulations, rules, or ordinances pertaining to changeable messages. The lighting of the sign and sign structure must comply with Section 4611(h) of the Houston Sign Code regulations.

SECTION 4611--ON-PREMISE SIGNS

(h) Changeable Message and High Technology Signs. Save and except for signs erected pursuant to the provisions of Section 4620, the following provisions shall apply to all existing and new changeable message and high technology signs:

(1) Blinking, rotating, moving, chasing, flashing, glaring, strobe, scintillating, or spot lights are prohibited.

(2) Lights or colored elements creating a continuously moving, shimmering, or prismatic effect, or the use of rotating or moving parts in association with such lights or colored elements, are prohibited.

(3) A changeable message sign may not change the message more often than every five minutes and must change the message within one second or less; a high technology sign may not change the message without a new permit.

(4) Brightness limits shall be set at a maximum of 6500 nits between sunrise and sunset, and at a maximum of 1250 nits between sunset and sunrise, and each sign shall be fitted with a qualified light sensing device to automatically adjust the brightness in accordance with these standards.

Person or persons responsible for the sign must sign this acknowledgement upon submitting the application. A citation will result for any future violation(s). If you disagree with the interpretation by the City of Houston Sign Administration, you have the right to appeal in accordance with Section 4604(e) of Houston Sign Code Regulations.

Printed Name _____ Signature _____ Phone # _____

AFFIDAVIT 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.

Sworn to and subscribed before me by said _____ / _____ on _____ of 20 _____
 PRINT OWNER NAME/AGENT / LESSEE OF PREMISE PRINT SIGN REPRESENTATIVE MONTH

 Owner's Signature/ Agent / Lessee of Premise NOTARY PUBLIC in and for the State of Texas

 Sign Representative Signature NOTARY PUBLIC in and for the State of Texas