

**Awning & Canopy-type Signs
Combining & Superseding Informational Letters #0003- & #0004-2004
Effective December 1, 2025**

HOUSTON SIGN CODE: SECTION 4603--CLASSIFICATIONS (c) Special Function Signs. AWNING SIGN shall mean any sign constructed of a fabric type material stretched over a rigid metal frame that is attached to the wall, roof or mansard of a building. Such signs shall be classified as wall signs.

CLARIFICATION: ***This includes Canopy-type Signs that have ground-anchored support posts.***

As used in this policy letter, “awning” & “canopy” mean fabric stretched over a metal frame, finished assembly being attached to the wall, roof or mansard of a building, “canopy” including ground-anchored support posts.

Houston Building Code
Houston Sign Code
Houston Electrical Code

An Awning Sign shall be designed and constructed to comply with applicable Houston codes in-place at the time of permitting & construction. This applies to design, materials, construction, withstanding loads, projection from the building, projection into the public right-of-way (ROW), integrated illumination (when applicable), and all other requirements and/or limitations of said codes.

Since April 5, 2004, all new Awning Signs have been required to be engineered. This includes conversion of an existing awning into an Awning Sign. Engineering must meet the standards of published Informational Letters, & the IBC in-place at the time of making application for permits, including wind speed, with .pdf from source designated therein.

A building permit must first be secured for a Canopy-type Sign prior to issuance of a sign permit. A copy of the building permit, and a copy of the drawings stamped by Commercial Plan Review, must be included in the sign permit application packet. Sign Administration will not charge a construction permit when a building permit has been issued.

Engineering requirements are waived to re-cover an existing Awning Sign or Canopy-type Sign (including transformation of an existing awning into an Awning Sign, or transformation of an existing canopy into a Canopy-type Sign), if it is shown that the structure was previously permitted, and, the re-cover doesn't require dismantling of the frame (including release of mounting clip fasteners) from the building and/or support posts.

An awning or canopy with no advertising (as Advertising is defined in Section 4602 of *The Houston Sign Code*) is permitted through Commercial Plan Review.

This keeps Sign Administration Plan Review aligned with Commercial Plan Review.