

**This form must be completed by Sign Contractors**  
**Plan Checker will review both sides of this document prior to seeing customer**

**Sign Administration**  
**GENERAL PREREQUISITES REQUIREMENTS**  
**FOR PLAN REVIEW**  
**Part I**

In an effort to reduce the amount of time required to obtain a sign permit, Sign Administration has established a plan review prerequisite. These prerequisites are provided as a tool to create a complete sign plan set, thereby in an attempt to reduce the need for multiple plan submittals and delays.

**BREAKDOWN OF SIGNS ON APPLICATION:**

Please write the total number of each sign type in the spaces provided →

<b>Sign Type</b>	<b>Total</b>
N1 -Ground Sign(s)	
N2 -Roof Sign(s) "FC" only	
N3 -Wall Sign(s)	
N4 -Projecting Sign(s)	
N5 -Marquee Sign(s)	
N7 -Directional Sign(s)	

**REQUIRED DOCUMENTS:**

- Items to be completed on application
  1. Sign/Business address is complete, includes suite number and zip code. If located in a strip center, name of shopping center in the comments section of application
  2. Type of business is to be indicated where noted on application
  3. All signs are to be on application with the sizes and actual message where noted
  4. The Affidavit for Owner or Lessee of Premise must be notarized
  5. Operating permit billing information **must** be complete and accurate
- 2 Plot plans
- 2 Survey's – Must be one of the following and is for all New Ground Type Signs, Cabinet Change-Outs or Additional Cabinets being added causing the sign to further encroach into an easement.
  1. Land Survey with the benefit of a Title Report
  2. Land Survey with a copy of the Title Report
  3. Land Title Examiners and Abstract Report with easements (i.e. Court House Specialist)
- 2 complete sets of drawings with details
- Changeable Message/ High Technology Signs
  1. Must have Acknowledgement Form sign and notarized
  2. Drawing must have light sensing device indicated as per Section 4611 (h)(4) below
- Engineer Seals for all new signs: Note Clarification below
  1. Individual installing signs exceeding 8' in height and/or 60 sq ft in size
  2. License Sign Contractors Installing N1's exceeding 19' and N3's exceeding 42'6"
- Original electrical application if sign is electric/illuminated
- Must have money in Company APA Account or make a deposit for Application to utilize Drop Off, Mail or Fax Programs.**

**Clarification to Section 4605 (c) (1)**

Construction permit applications for any new signs, when erected or constructed to heights exceeding eight feet above ground level or in excess of sixty square feet in size if installed by an individual. Signs installed by a license City of Houston Sign Contractor must provide engineered drawings for ground signs over 19' and wall signs over 42'6. These applications shall be accompanied by a design drawing of the sign structure and the sign prepared by and certified by a professional engineer registered in the State of Texas

**Section 4611 (h)(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.

**GENERAL PREREQUISITES REQUIREMENTS**  
**FOR PLAN REVIEW**  
**Part II**

**All Blanks below MUST be filled in by the Sign Company**

**1. PLOT PLAN**

- Are two intersecting street shown?
- Has North arrow been provided?
- Show footprint(s) of building(s) on property.
- Provide location of all signs; existing and proposed for this address.
- Ground sign(s): Include dimensions from fixed objects or street(s).
  - Sign: \_\_\_\_\_(Alpha letter from application)  
\_\_\_\_\_ to \_\_\_\_\_
  - Sign: \_\_\_\_\_(Alpha letter from application)  
\_\_\_\_\_ to \_\_\_\_\_
- Are any ground signs being removed? If so, show by denoting "**To **Be **Removed (TBR)**"****

**2. SIGN DRAWINGS**

- Does the plan/drawing match the Engineering if needed and the description on application?

**3. GROUND SIGNS**

- Does Survey or Court House supply all required information of property?
- Does the plan clearly show upright support details? (i.e.: pipe thickness, wall thickness, wood...)
- Depth and diameter of footing?
  - Sign: \_\_\_\_\_(Alpha letter from application) Diameter\_\_\_\_\_ Depth\_\_\_\_\_
  - Sign: \_\_\_\_\_(Alpha letter from application) Diameter\_\_\_\_\_ Depth\_\_\_\_\_
- Fill material?
- If anchor bolt foundation, are the size of anchor bolts and reinforcing rods shown?
- Cabinet construction and attachment to pole shown?
- Are welding symbols, type of rod and weld materials shown?
- Staged structures, unusual designs and individuals installing new signs over 8 ft in height and/or 60 sq ft require engineered drawings or License Sign Contractors exceeding 19'
- Electrical details and load shown.

**6. WALL SIGNS**

- Elevation of building including existing signs, proposed sign(s) and TBR's included?
- Are cabinet details included?
- Engineer Seal needed unusual designs and individuals installing new signs over 8 ft in height and/or 60 sq ft require engineered drawings or License Sign Contractors exceeding 42'6
- Method of attachment shown? Minimum 3/8 inch X 5 inch fasteners are required.
- Electrical details included?

**7. OTHER SIGNS**

- Cabinet details provided?
- Method of attachment?
- Electrical details and load shown? Light sensor for Changeable Message/High Technology sign?

**8. GENERAL**

- Certificate of Occupancy must be able to be verified
- Other requirements could be imposed as needed through this process
- \* 45.00 Plan Exam fee will be charged for all Rejected Signs reviewed by a Plan Checker

Revised 8/25/09

Sign Company:_____
Plan Checker:_____
Date:_____
Primary Project Number:_____