

This form must be completed by Sign Contractor
PART I

In an effort to reduce the amount of time required to obtain a sign permit, Sign Administration has established plan review prerequisites. These prerequisites are provided as a tool to help create a complete sign permit application packet, & reduce the need for multiple submittals or delays.

BREAKDOWN OF SIGNS ON APPLICATION: Please enter the total number of each sign type in the spaces provided. →

SIGN TYPE	QUANTITY
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:

Completed On-Premise Sign Permit Application:

Full Business & **Billing** addresses, including suite number & ZIP code.

All sign dimensions in Signs schedule & all sign message(s) in Sign Message(s) schedule (A, B, C, D, E).

Changeable Message / High Technology Signs:

1. Must have Acknowledgment Receipt completed by owner or manager.
2. Drawing must have light sensing device indicated as per Section 4611 (h) (4) [see below].

Affidavits for Business Owner (or location Manager) & Contractor must be notarized.

Note: A valid, appropriate, Certificate of Occupancy (CO) is required per Section 4611 (d).

Plot Plan

Survey – Must be one of the following, and is for all new Ground Type Signs, including cabinet change-outs, or modification of an existing Ground Sign structure or upright(s):

Opt. A: Land Survey performed with the benefit of a Title Report

Opt. B: Land Survey accompanied by a copy of the Title Report

(For any circumstance of new - or inaugural - site development, or site redevelopment.)

Opt. C: Land Title Examiners Abstract Report with easements (e.g., Court House Specialist)

(Not an option in circumstance of new - or inaugural - site development, or site redevelopment.)

Complete set of drawings with section details & specifications.

Sealed & signed engineered drawings, with analysis, per currently adopted IBC, for the following:

- Individual: Wall Sign exceeding 8' in Max. Ht. and/or 60 sq. ft. in size.
- Contractor: **N1** off-center of upright(s), or with transition(s) in upright(s), or with Channel Letters, or with rebar and/or anchor bolts in footing/foundation, or exceeding 19' Max. Ht., or modification of existing N1 or upright(s), or Refurb with full or partial removal & re-installation. || **N3** on Mansard elevation, or exceeding 42' 6" in Max. Ht., or of flexible substrate exceeding 200 sq. ft. in size, or with any unusual attachment. || Any **N4** || Any **N5**.

➤ A Plan Exam (or Reexam) Fee may be charged for all packets reviewed and/or rejected.

Section 4611 (h) Changeable Message and High Technology Signs

(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.

PART II**All drawings MUST meet – or exceed – the following requirements:****• PLOT PLAN**

Properly oriented North arrow shown.
Business street & nearest intersecting street shown.
Location of all signs, existing, proposed & to be removed (TBR), & building(s) footprint(s), shown.
N1/7(s): Dimensions to leading edge of sign shown (from curblines & 2nd fixed reference [crosswise]).

• PROPOSED SCOPE-OF-WORK

All sign drawings agree, including sealed drawings if required, & match the application data.
Minimum $\frac{3}{8}$ " x 5" fasteners required for Wall Sign attachment to building wall.

• CABINET SIGN

Cabinet details shown (frame fabrication; attachment to upright[s], strut[s], monument, wall, or receiving assembly; all dimensions; representative welding symbols, including weld type & rod material[s] [shop & field welds], or key/clip details for extrusions).
Electrical components shown & load(s) specified in amps or kilovolt amps (kVA) (if electrical).
Face components shown (1st/2nd surface graphics, routed-&-flat/-push-thru, insertion/retention).

• GROUND or DIRECTIONAL SIGN

Survey and/or Title Abstract Report is for parcel or tract upon which sign sits or will be set, & provides all required property data (distance from curblines to frontage property line, easements, etc.).
Monument core/veneer details, with all dimensions, shown (if applicable).
Upright support details shown (pipe diameter, square/rectangular tube dimensions, pipe/tube wall thickness, wide flange dimensions, square wood dimensions, round wood pole diameter, etc.; transition[s]; match and/or base plate[s], with representative welding symbols, including weld type & rod material[s] [shop & field welds]).
Footing/foundation details shown (upright[s], or, rebar, anchor bolts, etc.; all dimensions).

• WALL, PROJECTING, or MARQUEE SIGN

Building elevation shown, including existing, TBR & proposed sign(s), with dimensions of Max. Ht.

• CHANNEL LETTERS, C/L STYLE BOX, or CLOUD SIGN

Letter/box details shown (back; return; attachment to whatever it attaches; electrical components, with load[s], per-letter-set [or box], specified in amps or kVA [if electrical]; face retention).

• CHANGEABLE MESSAGE SIGN (CMS) or FUEL PRICE UNIT (FPU)

Manufacturer's detailed drawing(s) showing how the CMS or FPU unit is fabricated, illuminated & energized, & how it attaches to whatever it attaches, with electrical load specified in amps or kVA.

• ENGINEERING

Included as required for unusual design, and/or circumstance(s) given in Part I, & meets the standards of published Informational Letters, & the version of the IBC currently adopted by the City of Houston, including wind speed, with .pdf from source designated therein.

Sign Co.: _____ Lead P.N.: _____ Date: _____ Reviewer: _____