

# This form must be completed by Sign Contractor

## 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 plan review prerequisites. These prerequisites are provided as a tool to help create a complete sign plan set & reduce the need for multiple submittals or delays.

### BREAKDOWN OF SIGNS ON APPLICATION:

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

Sign Type	Total
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.
  2. All signs are to be on application with the sizes and actual message where noted.
  3. The Affidavits for Owner or Lessee of Premise & Contractor must be notarized.
  4. Operating permit billing information **must** be complete and accurate
- 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 all circumstances of new - or inaugural - site development, or redevelopment.)
  - Opt. C: Land Title Examiners Abstract Report with easements (e.g., Court House Specialist)  
(Not an option in circumstances of new - or inaugural - site development, or redevelopment.)
- Complete set of drawings with details
- 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) below
- Sealed engineered drawings, with analysis, per currently adopted IBC, for the following:
  1. Individual installing Wall Signs exceeding 8' in Max. Ht. and/or 60 sq. ft. in size.
  2. Licensed Sign Contractor installing N1 off-center, or with transition(s) in upright(s), or with Channel Letters, or with rebar and/or anchor bolts, or exceeding 19' in Max. Ht., or modification of existing N1 or upright, or Refurb with partial removal & re-installation; N3 exceeding 42' 6" in Max. Ht., or of flexible substrate exceeding 200 sq. ft. in size; N4; N5.
- Original electrical application if sign is electrical (illuminated)
- Must have sufficient funds in Company AP Account and/or contract Sign Master Electrician "dummy" AP Account to cover all fees.**

### 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; the Sign Administrator at his option may also require similar certification by a registered professional engineer where any unusual structural provisions of a proposed sign indicate such certification is necessary in the interest of public safety.

### 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, proposed & to be removed for this address.
- Ground sign(s): Dimensions from curbline & 2nd fixed reference (in cross-direction).
  - Sign: \_\_\_\_\_ (Alpha letter from application)  
\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_
  - Sign: \_\_\_\_\_ (Alpha letter from application)  
\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_
- Are any 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?
- Unusual design, Max. Ht., modification or Refurb requiring engineered drawings?
- Electrical details and load shown?

**4. WALL SIGNS**

- Elevation of building including existing signs, proposed sign(s) and TBR's included?
- Are cabinet details included?
- Unusual design or Max. Ht. exceeding 42' 6", or of flexible substrate exceeding 200 sq. ft. in size (contractor); unusual design, sign exceeding 8' Max. Ht. and/or 60 sq. ft. in size (individual) requires engineered drawings.
- Method of attachment shown? Minimum  $\frac{3}{8}$ " x 5" fasteners are required.
- Electrical details included?

**5. OTHER SIGNS**

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

**6. GENERAL**

- Certificate of Occupancy must be able to be verified
- Other requirements could be imposed as needed through this process

\* A Plan Exam/Re-Exam Fee may be charged for all packets reviewed and/or rejected.

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