

LIMITED USE BANNER SIGN

Houston Sign Code

Section 4603 (b) Types of Signs. Banner Sign shall mean any sign constructed of cloth, canvas, light fabric or other light material, not to exceed 40 square feet in size.

The Sign Code limits the quantity, size, and display duration of Limited Use Banner (LUB) Signs, and states attachment requirements. Only one such sign is allowed per premises. It cannot exceed 40 square feet in size, and must be securely attached flush against a building wall, utilizing no ropes or ties. It can only be displayed for a maximum of seven [7] consecutive days within any 30-day period.

This application & required plans must be submitted for review, and a permit must be issued, in advance of the installation of the LUB Sign.

Applicant Information:

Business Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Sign Message: _____

Indicate seven [7] (or fewer) consecutive dates that the LUB Sign will be displayed.

Day 1 (Installation Date)	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7 (Removal Date)

Affidavit for Business Owner/Manager: 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 Houston Sign Code; that the sign is being erected or maintained in compliance with the Sign Code, Chapter 46, Building Code, City of Houston, and other applicable laws.

I, (Business Owner/Manager) (Print Name) _____ also understand that the banner sign must be removed by close of business of the 7th day. By signing below, I understand that I am the responsible party to ensure compliance with the Houston Sign Code, and that no further warnings will be given. Failure to maintain compliance could result in citations being issued to me.

_____/_____/_____/_____
Signature Title Driver License No. State Issued

Sworn to and subscribed before me by said _____,

on _____, 20____, to certify which witness my hand and seal of office.

(seal)

Notary Public in and for the State of Texas

Applicant Information (cont'd.)

Affidavit for Sign Company: I hereby certify that the above information is true and correct and further that the banner sign is being erected and/or maintained at the above location with the permission of the owner and authorized lessee (if any) of the premises; that the banner sign does not violate any applicable deed restrictions or other restrictions on the premises; and that having read the restrictions and requirements of the City's Sign Ordinance; that the banner sign is being erected or maintained in compliance with the Sign Ordinance, and other applicable laws.

_____/_____/_____/_____
Signature Title Driver License No. State Issued

Sworn to and subscribed before me by said _____,

on _____, 20____, to certify which witness my hand and seal of office.

(seal)

Notary Public in and for the State of Texas

Sign Administration Use Only

TOTAL AMOUNT DUE: _____ Check # _____ Cash/Receipt _____

Project/Permit #: _____ Assigned Inspector Name & #: _____

Follow-up Date: _____ Processed by: _____

Number of existing banner signs: _____ Number of banners to be removed: _____

Total Number of Permanent Permitted signs:

Ground: _____ Roof: _____ Wall: _____ Awning: _____ Projecting: _____ Marquee: _____ Directional: _____

Did a Warning Notice have to be issued for any unpermitted sign(s) at this location?

_____ Yes _____ No If yes, Project No(s): _____

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LIMITED USE BANNER GUIDELINES

Section 4608 (p) Limited Use Banner Sign. In addition to the on-premise signs authorized under Section 4611(b) (1) of this chapter, a permit may be issued in accordance with Section 4605 hereof and in accordance with this subsection for an on-premise, limited use banner sign. Each such sign must otherwise comply with the requirements of this chapter for on-premise banner signs, provided rope or other such lightweight support material may not be used in the construction of the sign, the sign may not exceed 40 square feet in size, and the sign must at all times be securely attached and maintained flush against an exterior wall of a building. Only one such sign may be used on any premises at anytime, and such sign may only be displayed on consecutive days, for a maximum of seven days in any 30 day period. Each such display period shall require the issuance of a separate permit and the payment of appropriate site inspection, plan exam, construction permit, and administration fees as set forth in Section 117 of this Code and the city fee schedule.

I. SUMMARY

1. Each business premises may display only one [1] permitted limited use banner (LUB) at any time.
2. LUB cannot exceed 40 square feet in size.
3. LUB must be securely attached flush against a building wall, utilizing no ropes or ties, & cannot wave or flap in the wind.
4. LUB isn't included in sign count authorized under Section 4611 (b) (1).
5. LUB may be displayed for not more than seven [7] consecutive days in any 30 day period.
6. A separate permit is required for each separate period of not more than seven [7] consecutive days in any 30 day period.

II. APPLICANT/BUSINESS GUIDELINES:

1. Complete the Limited Use Banner Application.
2. An individual (i.e., business owner or manager) may apply for the permit if the overall height of the LUB does not exceed 16 feet in overall height, & the individual is installing & removing the LUB.
3. A licensed sign contractor may also apply for the permit & install the LUB.
4. An individual using an unlicensed sign company to fabricate the LUB can either apply for the permit as outlined above (II., 2.), or, obtain the services of a licensed sign company to permit & install the LUB. Section 4606 (a) states: "Any person wishing to engage in leasing or erecting signs for any other person first shall obtain a license from the Sign Administrator to do so."
5. Applicant must provide a Plot Plan (or map), indicating the location where the LUB is to be placed.
6. Applicant must submit a drawing or photo of the LUB, including dimensions of size, and showing the secure method of attachment to the building wall.
7. Sign Administration will assign a permit/project number, and provide applicant with a copy of the permit.
8. Post permit in a conspicuous location at your place of business.
9. LUB must be removed by close of business or midnight of the 7th day. Failure to remove will result in a citation being issued.
10. For questions, ask for Plan Analysis at 832-394-8890, or email signadministration@houstontx.gov.

Houston Permitting Center
Sign Administration, 4th Floor
1002 Washington Ave.
Houston, TX 77002