

# INFORMATIONAL LETTER # 0007-2004

## Footing/Foundation Certification Program

### Effective December 20, 2004

The Footing and Foundation Certification Program has been enacted to allow for a footing to be drilled, inspected and certified by you the sign contractor and the sign owner. To name a few advantages, the program will allow the sign industry to install ground type signs on the weekend, schedule concrete, etc. without the City of Houston having to inspect. This program however, will not be for signs and drawings that are engineered or required to be engineered unless *the engineer of record performs the required inspection and accepts the work. The engineer of record would have to provide to the City of Houston, Code Enforcement Division, Sign Administration Group a letter certifying the footing and sign installation; sign, date and seal the letter.*

#### Guidelines:

1. When applying for the permit, notify/advise plan checker that you will be conducting a footing/foundation self-certification so the drawings may be properly stamped. It will be your responsibility to insure the drawings are properly noted that you will be participating in the program.
2. If your sign design is engineered and it is your intent to have the engineer of record certify the footing, you are required to notify the plan checker.
3. If you decide to participate in the certification program after the plan check has occurred, then you must apply for a plan re-exam in order to participate.
4. The **original** Footing/Foundation Certification Form must be received before 180 days so the inspector may verify and place the tag on the sign as required by Code.
5. Attach copy of the concrete receipt to the **original** certification form. Sign permit address, date and concrete company name must be on the concrete receipt. If bagged concrete is used, provide copy of receipt. The receipt must show number of bags and date purchased.
6. A copy of the certification form will not be accepted. A fax copy with an assurance to forward original will not be acceptable.
7. If the **original** form is not received **before** the 180 days, a warning notice for removal of the sign will be issued to the business and the sign company after the 180 days. In effect, the permit is expired. Section 4605(h) in part states that construction of a sign shall become null and void unless construction is completed within 180 days. This certification form has in affect become a part of the construction process. It is strongly recommended that the certification form be submitted immediately upon the footing/foundation being conducted so it will be fresh and current on everyone's mind.
8. Failure to comply will result in both sign owner and sign company receiving a warning notice to remove the sign. If within the designated timeframe, compliance has not been achieved, then citations will be issued each day until rectified. A hearing to revoke your sign contractor's license may also result.
9. If the sign company/contractor receives 3 warning notices for not complying with this procedure, you will not be allowed to continue participation in this program (3 strikes and you're out).
10. It is suggested that when you turn the original in to our office, you obtain the initials or signature of the person accepting the original. If the original certification form is not completed, it will be returned unprocessed.

This procedure supercedes all other certification programs and there is not a fee associated with this program. We want to encourage you to participate in the certification program when possible as it will allow for efficient scheduling for you and will allow our inspectors additional time for enforcement. Together, we can achieve positive results and we believe this is a win, win policy and procedure for all.