

With more than 200 licensed sign companies doing business in Houston, Sign Administration has made every effort to accommodate, and be flexible for, scheduled footing inspection time.

Procedurally, sign contractors call the day prior for a specific time. However, what became a frequent occurrence, Sign Administration would receive a phone call 5 to 30 minutes before the actual inspection time, indicating it needed to be rescheduled for some other time, most often on that same day. This became problematic for inspectors, and unfair to sign companies that were on schedule with their inspection time.

Additionally, if a sign contractor calls to cancel the footing/foundation inspection altogether for that day, the reservation or time slot is considered forfeit. If a sign contractor calls back later in the day to reclaim that time, a Reinspection Fee (Specially Requested or Emergency Inspection) is assessed.

Effective December 1, 2005, Reinspection, Special Requested Inspection, or Emergency Inspection Fees are assessed as follows, in accordance with the Building Code adopted at the time of the request:

- **Reinspection Fee** is assessed if the footing/foundation is not ready within 30 minutes of the scheduled time, or is rescheduled for another day.
- **Special Requested Inspection Fee** is assessed if the footing/foundation inspection requested is still wanted on the same day, but outside of the 30-minute window as outlined under Reinspection Fee above.
- **Emergency Inspection Fee** is assessed if the footing inspection causes the inspector to work after their normal work schedule. This is also used for inspections outside normal business hours.

A sign contractor representative is notified of any additional fees, & a Sales Order is created to pay the fees online.

The City Fee Schedule is available online (<https://www.houstonpermittingcenter.org/>, Resources, Fee Schedule).

Most importantly, our office wants to provide on-time, quality inspections. Further, we want to assist, and be flexible to accommodate, the sign industry, without interrupting other inspections. We also encourage participation in the Footing/Foundation Certification Program.