

This policy letter explains the expectations, requirements, and procedures of a footing inspection. **Pay particular attention to item "D" below.** In addition, this procedure outlines the requirements for the most common type of footing, and the materials that are required to be on the job site (reference item "E"). This procedure has no effect on the Footing Certification Program outlined in Informational Letter 0007-2004.

I. Standard Footing Inspection Requirements.

- A. Site inspection must have been approved for the proposed location of the ground sign and a permit issued.
- B. At least one [1] company employee and properly marked vehicle must be present during all work and/or inspections, including work sub-contracted to others (e.g., drilling, earth hauling, etc.). Section 4606 (g) states that properly marked vehicles show the company name and license number on each side, in characters at least 2" high, with minimum 3/8" brushstroke.
- C. The sign company is required to call Sign Administration no later than 4:30 p.m. on the prior workday. For example, if you want a Monday inspection, you must call the inspection in on Friday (unless you choose a same day or overtime inspection; reference Information Letter 0009-2005 for type and fees).
 1. When calling in, be prepared to provide the following:
 - a. Permit address (location of sign).
 - b. Project number (permit number).
 - c. Time of the footing inspection (time that drilling of the footing or excavation of the foundation is complete).
 - d. Name of contact person and phone number. This person should be the person who we may call the following morning in case the time should need to be adjusted.
- D. You (the sign company) will be required to have the approved drawings, Site Verification Sheet (SVS) and permits at the permitted location (aka job site). Drawings, SVS and permits may be paper, or, for a project electronically submitted and reviewed, and for which SVS and permits are electronically released (i.e., online download), drawings, SVS and permits may be digital (via smartphone, tablet, laptop, etc.).
 1. The footing/hole must be located in the pre-approved location as recorded on the SVS. If you dispute the site/sign location recorded on the SVS, it is your responsibility to consult with the Reviewer, Plan Analyst Supervisor, or call the Sr. Inspector in-the-box to discuss. Don't assume to drill where proposed. A plan re-exam and site re-inspection may be required. This is one of the reasons it is imperative that you provide a location with fixed dimensions on your Plot Plan.
- E. Common footing types and requirements of material to be on job site:
 1. Direct Embedment or Direct Burial footing(s) for non-staged sign.
 - a. Upright(s) (pipe, tube, wide flange, post, etc.) required to be on site. These will be measured and matched to the approved drawings.
 2. Direct Embedment or Direct Burial footing(s) for staged sign.
 - a. First stage of pipe or material shown on approved drawing is required to be on site, and will be measured and matched to the approved drawings.
 - b. A materials inspection can be scheduled for materials not on-site during the footing inspection. This incurs a reinspection fee, and is scheduled the same way as the footing inspection.
 3. Anchor Bolt footing(s)/foundation.
 - a. Rebar and anchor bolts are required to be on site, and will be measured to approved drawings.
 - b. If using a caged rebar design, it will be measured and must be assembled as per approved engineering.

NOTE: Since all staged structures and anchor bolt footings/foundations are required to be engineered, the engineer and sign company are responsible for stages and/or materials not inspected prior to installation. You, the sign industry, have indicated that, since other stages go up after first-stage concrete is cured, requiring the other stages to be-on site would create a hardship, plus traffic congestion in smaller parking lots. Sign Administration will not be responsible or liable for stages and/or materials not inspected. You will not be penalized for not having the other stages on-site, but you and the engineer will assume all liability for the entire sign structure when an alternative materials inspection is an option, but the option is forgone.

F. If all aspects of location and footing appear to meet the approved requirements, the footing will be approved.

II. Delays.

Sign Administration understands that delays may occur during the course of drilling (equipment failure, encountering unforeseen below-grade utilities or obstacles, cave-in, etc.). Delays can have a trickle-down effect to other scheduled inspections, or other required work. The following became effective January 1, 2006.

- A. Delay of 15 minutes, but less than 30 minutes, incurs a reinspection fee. (Reference Informational Letter 0009-2005.)
- B. Delay of 31 minutes or more incurs a Same Day Inspection fee. (Reference Informational Letter 0009 2005.)
- C. An overtime inspection is also an option. (Reference Informational Letter 0009-2005.)
- D. A delay of greater than 15 minutes allows the option of canceling and rescheduling for the next business day. This incurs a reinspection fee.
- E. Other delays (e.g., material[s] change, footing/hole dimension[s], sign location, no representative on site, etc.).
 - 1. If there is any change whatsoever from the approved drawings, a plan reexam and a site reinspection are required. The contractor must notify the assigned Reviewer (or the Plan Analyst Supervisor) via e-mail, requesting a new Work Flow for a plan reexam and a footing reinspection.
 - 2. Alternatively, the contractor can elect to proceed with the revised scope-of-work, for which As-Built Plans and Engineering (see Informational Letter #0016-2009 - Permitting Engineering Requirements, pg. 2) is due prior to scheduling the construction final inspection.
 - 3. Failure to comply with these procedures will result in the contractor and business being issued a removal notice. Repeat offenders also run the risk of losing their contractor's license.

This procedure standardizes Sign Administration business practices. Sign Administration takes pride in services provided over the years, evolving with technology to better serve the sign industry. This should also serve as a tool to discourage the sign company from making a change after approved drawings are issued, not submitting for a plan re-exam or site re-inspection as required. We hope that this enlightens you, the sign industry, regarding our footing inspection procedure, and helps provide better and consistent inspections.