

Sign Administration

Informational Letter 0010-05

Footing Inspection Procedure

Effective January 1, 2006

Revised 11/2/11

As we all know, there are many more new companies that have joined the Houston family of licensed sign companies. As such, we need to insure that all companies understand the expectations, requirements, and procedures of a footing inspection. This procedure will not have an effect on those who have elected to participate in the Footing Certification Program as outlined in Informational Letter 0007-04. **Please pay particular attention to item "D" below, as it is a significant change.** In addition, this procedure will outline the requirements for the most common type of footing and the materials that are required to be on the job site (reference item "E")

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. Section 4606(g) states that vehicles used by employees in connection with installing, erecting and maintaining signs shall have company name and license number. If you have contracted with a sub-contractor to perform the drilling, as the permit holder, you are required to have a representative present.
- C. The sign company is required to call Sign Administration no later than 4:30p.m. the day before. 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 (this is the time the drilling of the footing 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.
 - e. It would be helpful, if you also called the following morning to confirm the time with the inspector.
- D. **You (the sign company) will be required to have the original approved drawings, site sheet and permit at the permitted location also referred to as the job site.** Sign Administration will no longer bring the office copy to the job site. This is in line with the other construction trades.
 1. Footing/hole must be located in the pre-approved location as shown on site sheet provided with the permit. If you dispute the site/sign location indicated on the site sheet as performed by the inspector, it is your responsibility to consult with the plan checker, supervisor or call the inspector to discuss. Do not assume you may drill where you have 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 site plan or land survey.

- E. Common footing types and requirements of material to be on job site:
1. Direct Embedment or Direct Burial foundation for **non-staged** sign.
 - a. Pipe, post, I-beam, tube, etc. Required to be on site. These will be measured and matched to the approved drawings.
 2. Direct Embedment or Direct Burial foundation for **staged** sign.
 - a. First stage of pipe or material shown on approved drawing is required to be on site, will be measured and matched to approved drawing.
 3. Anchor Bolt foundation.
 - a. Rebar is required 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 engineer drawing.

NOTE: Since all staged structures and anchor bolt foundations are required to be engineered, the engineer and sign company will be responsible for the remaining stages of the structure. You, the sign industry, have indicated the remaining stages go up after the concrete has cured and as such requires the remaining stages, if required to be on site, would create a hardship and traffic congestion in smaller parking lots. Sign Administration cannot be responsible or liable for material not inspected. You will not be penalized for not having the other stages on site but you and the engineer will assume all liability with the entire sign structure.

F. If all aspects of location and footing appear to meet the approved requirements, the footing will be approved and the inspector will sign off on your copy of the permit.

II. Delays.

The primary purpose of the following is to discourage those who have a history of delays but in order to put a procedure in effect; it must be across the board to all contractors.

Sign Administration fully understands that delays may occur during the course of drilling from equipment failure to that of drilling into some type of utility line. However, these delays have a trickle down effect to other scheduled inspections or to other required work production. Therefore, the following shall become effective January 1, 2006.

- A. Delay of 15 minutes but less than 30 minutes, will result in a re-inspection fee being required. (Reference Informational Letter 0009-05)
- B. Delay of 31 minutes or more will result in a Same Day Inspection being assessed. (Reference Informational Letter 0009-05)
- C. You also have the option of an overtime inspection. (Reference Informational Letter 0009-05)
- D. If you have a delay of greater than 15 minutes, you always have the option of canceling and rescheduling for the next business day. This will be a re-inspection fee.
- E. Other delays such as a change in material, depth of footing/hole, sign location, no representative on site, etc.
 1. If there is any change whatsoever from the approved drawings, a plan re-exam is required. If the change includes pipe or footing on non-engineered drawing, this may be conducted over the telephone with revised drawings being submitted within 24 hours.

2. If the change is to an engineered drawing, we will not be able to conduct the changes over the telephone unless the engineer of record calls to speak with a plan checker or supervisor. The engineer must then submit the correction within 48 hours.

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3. Failure to comply with the above procedure 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 is to standardize the way we do business in Houston. Our office takes pride in the service we have provided the industry over the years and the industry has really grown which has placed an undo hardship on the inspection staff when delays occur therefore we are unable to accommodate the way we did in years past. This should also serve as a tool to discourage the sign company from making a change after approved drawings have been issued and not submitting for a plan re-exam or site re-inspection. We sincerely hope this procedure will enlighten and inform you of the footing requirements and hope you will join us to provide a better and consistent inspection.

Revised 11/2/11 To remove old fees that were not applicable