



CITY OF HOUSTON

Post Office Box 2688 Houston, Texas 77252-2688

Sylvester Turner, Mayor

Thank you for your interest in obtaining a Sign Contractor's License in the City of Houston. This license is required for any person leasing or erecting signs in the City of Houston and renewed annually for \$490.46. Additional Electrical Licenses are required for companies installing electrical signs.

We are going to have companies outside of the Houston area applying for licenses. In order to accommodate the licensing process, they must provide an agent within the sign code application area as outlined in Section 4606(c)

In order to avoid unnecessary delays in the processing of your application, the evidence of insurance and Removal Bond should be submitted with the application.

Presently, an approved public liability and property damage insurance policy in the amount of \$100,000.00 for any person injured, \$300,000.00 for injury to more than one person and \$100,000.00 for property damage and a \$25,000.00 Removal Bond is required. If you intend to perform work over the curb line or on public property, a Construction Bond in the amount of \$25,000.00 or a deposit of like amount with the city is required prior to commencing work.

Enclosed are the insurance requirements including endorsements that are required under the current provisions of the Houston Sign Code. For your convenience, bond forms containing the required language have been provided and may be used by your surety company provided that seals are affixed as required.

If you should have any questions concerning the application process or these requirements, please contact Jacqueline Grace at (832)394-8907.

Sincerely,

Sign Administrator
Houston Public Works
MB/lmc

Enclosures - (10)

ENDORSEMENT

The following endorsement should be obtained by license applicants so that the standard public liability and property damage policy typically presented by license applicants will meet the requirements of Section 4606(d) of the Sign Ordinance:

Inasmuch as _____ seeks to obtain a license from the City of Houston, Harris County, Texas for the purpose of erecting and/or leasing signs in accordance with the City's Sign Ordinance, Chapter 46, Building Code, it is agreed that this policy is expressly extended to provide the public liability and property damage coverage required by said ordinance in Section 4606 (d) on all signs leased and/or erected by _____, within the City of Houston.

It is further agreed that the City of Houston will receive prior written notice of cancellation of the policy not less than ten (10) days prior to the date of cancellation, in accordance with the requirements of Section 4606(d) of said Ordinance. The required notice should be addressed as follows:

**CITY OF HOUSTON
HOUSTON PUBLIC WORKS
SIGN ADMINISTRATION
P. O. BOX 2688
HOUSTON, TEXAS 77252-2688**

The above endorsement should be added to the policy by the insurer and signed by its authorized representative. In addition, the certificate of insurance must include proof of authorization as follows:

The applicant should have a power of attorney for the authorized representative signing the certificate attached to the certificate of insurance unless the certificate comes direct from the company and bears the signature of an officer and the corporate seal.

REMOVAL BOND
(Section 4606(e), Building Code)

THE STATE OF TEXAS§

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS§

THAT WE, _____,
(name and address of principal)

as principal, and _____,
(name and address of surety)

as surety, are held and firmly bound unto the City of Houston, Harris County, Texas.

IN THE SUM OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) as reimbursement for removal costs of any sign that the said principal unlawfully erects, or causes to be erected, or maintains, or causes to be maintained, as provided by Chapter 46, Building Code, City of Houston, for which payment well and truly to be made we hereby bind our selves and our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT

WHEREAS, the principal herein has requested or obtained a license from the City of Houston to erect, lease or maintain a sign or signs, pursuant to Chapter 46, Building Code, within the City of Houston;

NOW, THEREFORE, in consideration of the said issuance of a license by the City of Houston the principal hereto as licensee and his surety enter into this bond agreement to secure the said City as licensor that if said principal herein does not erect, or cause to be erected, or maintain, or cause to be maintained, any unlawful sign or signs as defined by said law during the term of this bond obligation, then said obligation shall be void; otherwise to remain in full force and effect.

The effective time period or term of this bond is continuous and shall remain in full force and effect and run concurrent with license period of the principal and for any and all renewals thereof unless sooner terminated or cancelled by affirmative action of the said surety as herein prescribed. The surety may sooner cancel this bond by giving written notice by certified mailings to the principal at his last known business address and to the Sign Administrator, Public Works and Engineering, City of Houston, P. O. Box 2688, Houston, Texas 77252-2688 of the surety's intention so to cancel; but such act of cancellation shall not be effective until ten (10) days after actual receipt of said notice by the said Sign Administrator. Such an act of cancellation by the surety shall not affect any liability incurred hereunder prior thereto.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument, this _____ day of _____, 20__.

ATTEST:

(Principal)

Secretary

By: _____
(President)

WITNESS:

(Corporate Surety)

APPROVED:

Assistant City Attorney

By: _____
Attorney in Fact

The foregoing bond is approved and accepted on behalf of the City of Houston this _____ day of _____, 20__.

Houston Public Works

CONSTRUCTION BOND
(Section 4605(k), Building Code)

THE STATE OF TEXAS§

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS§

THAT WE, _____,
(name and address of principal)

as principal, and _____,
(name and address of surety)

as surety, are held and firmly bound unto the City of Houston, Harris County, Texas.

IN THE SUM OF TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) as reimbursement for removal costs of any sign that the said principal unlawfully erects, or causes to be erected, or maintains, or causes to be maintained, as provided by Chapter 46, Building Code, City of Houston, for which payment well and truly to be made we hereby bind our selves and our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT

WHEREAS, the principal herein has requested or obtained written permission from the Sign Administration of the Public Works and Engineering Department of the City of Houston to perform work on a sign or signs or sign structure or structures with such work extending beyond the curb line or on or above the public property:

NOW, THEREFORE, if the principal herein shall during the term of this bond obligation, observe and comply with the provisions of Chapter 46 of the Building Code of the City of Houston and other applicable law, and pay any cost that may be incurred or any loss, damages or injury that may be sustained by the City of Houston because of such work, then, this obligation shall be null and void; otherwise to remain in full force and effect.

The effective time period or term of this bond is continuous and shall remain in full force and effect until terminated or cancelled by affirmative action of the said surety as herein prescribed. The surety may sooner cancel this bond by giving written notice by certified mailings to the principal at his last known business address and to the Sign Administrator, Public Works and Engineering, City of Houston, P. O. Box 2688, Houston, Texas 77252-2688, of the surety's intention so to cancel; but such act of cancellation shall not be effective until ten (10) days after actual receipt of said notice by the said Sign Administrator. Such an act of cancellation by the surety shall not affect any liability incurred hereunder prior thereto.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument, this ____ day of _____, 20__.

ATTEST:

Secretary

(Principal)

By: _____
(President)

WITNESS:

(Corporate Surety)

APPROVED:

Assistant City Attorney

By: _____
Attorney in Fact

The foregoing bond is approved and accepted on behalf of the City of Houston this ____ day of _____, 20__.

Houston Public Works

SIGN CONTRACTORS LICENSE APPLICATION

Name of Firm: _____ Date: _____

Name of Person Filing Application: _____

Telephone Numbers: _____

Address (MainOffice): _____

(Street No.) (Street Name) (City) (State) (Zip)

Contractors Agent authorized to file application:

Agent's Name: _____

Business Address: _____ Phone: _____

Home Address: _____ Phone: _____

Other City Licenses held by the Applicant (List License Number):

1. _____

2. _____

3. _____

How many years of Sign Construction experience: In Houston? _____ Elsewhere _____?

Insurance Information:

Insurance Company: _____ Policy #: _____

NOTE: Property liability and property damage amounts \$100,000 - \$300,000 - \$100,000 (Section 4605 (g) Ordinance No. 80-351 as revised by Ordinance No. 93-876)

Date Issued: _____ Expiration Date: _____

Cancellation Clause, Notice to Sign Administrator: Yes _____ No _____

Removal Bond Information:

Bonding Company: _____ Bond No.: _____

Amount of Bond: _____ (Min. \$25,000)

Date Issued: _____ Expiration Date: _____

AFFIDAVIT

I hereby certify that the above information is true and correct and further that if this application is approved, that I or my authorized agent will conform to all provisions of the City of Houston Building Code, Sign Regulation, and any other applicable laws or ordinance presently in force or hereafter adopted during the term of the license. I understand that non-compliance will be just cause for the revocation of the license by the Sign Administrator. In the event that I change agents, address, or any other information provided in this application, I will inform the Sign Administrator immediately.

(Signature)

Sworn to and subscribed before me by said _____ on _____, 20_____, to certify which witness my hand and seal of office.

Notary Public in and for State of Texas (Seal)

DEPARTMENT USE ONLY

A review of this application has been made and the application is _____ for a Sign Contractors License this date _____ 20_____.

Receipt No.: _____

License No.: _____ Date: _____

Sign Contractors Update

Sign Administration is looking to the future to handle permitting processes online; therefore, we are requesting an email address for your company. Sign Administration is striving to provide an efficient, accountable, and responsive sign permitting process all the while providing public safety. We hope to bring on-line plan submittal (B-Permitting), notice of approval, notice of rejection, and any other important article or update as a service in the near future.

Providing us with an email address of your company is step one in setting up for the future. We hope you will join us and participate in this exciting time. With your help and patience, together we can make it happen.

Please complete the information below. In addition to your email address, please update your general information.

Date: _____

Sign Company Name: _____

Address: _____

City, State, Zip Code: _____

Telephone #: _____ Fax #: _____ Cell #: _____

Owner's E-Mail Address: _____

Company's E-Mail Address: _____

Authorized person/s to obtain permits:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Print Owner/President Name

Date

Sign Company Owner/President Signature

Date

Sign Administration Use Only

License # _____

APA# _____

ESM# _____

Entered By _____

THANK YOU!!

SECTION 4606 - SIGN COMPANIES

- (a) **License Required.** Any person wishing to engage in leasing or erecting signs for any other person shall first obtain a license from the Sign Administrator to do so.
- (b) **License Fee.** Any person required to obtain a license under the terms of this section shall pay an annual license fee of \$490.46.
- (c) **Address and Agent for Service of Process.** Any person who is required to obtain a license under the terms of this section shall at all times maintain an office within the sign code application area, the current address of which is recorded with the Sign Administrator, or shall appoint and file of record with the Sign Administrator an agent within the sign code application area for service of process.
- (d) **Insurance.** Each person licensed under the terms of this section shall submit evidence that the performance of work in connection with each sign will be covered by approved public liability and property damage insurance in the amount of \$100,000.00 for any person injured, \$300,000.00 for injury to more than one person and \$100,000.00 for property damage. Such policies of insurance shall be in a form selected or approved by the City Attorney and shall indemnify the City of Houston from all claims for personal injury, death or property damage arising from the construction or maintenance of the sign for which the permit is issued. Such policies of insurance shall be issued by an insurance company duly authorized to do business and issue such policies of insurance in the State of Texas and maintaining an office or represented by an authorized agent in the State of Texas and shall require that the insured give 10 days' written notice to the Sign Administrator before cancellation of the policy. Whenever any policy of insurance is cancelled, the Sign Administrator shall require that all work to which such policy applies be stopped immediately.
- (e) **Removal Bond.** Each person licensed under the terms of this section shall furnish a bond in the amount of \$25,000.00 in a form determined by the City Attorney, or post a deposit in such amount, as a guaranty of compliance with this chapter and other applicable laws, including the removal of signs when required.
- (f) **Electrical Sign Contractor.** Each person licensed under the terms of this section whose operations include signs that in any manner include the use of electricity shall adhere to the requirements of the City of Houston Electrical Code and shall pass such examinations and tests and hold such licenses and permits as are required thereunder.
- (g) **Vehicle Identification.** Each person engaged in the leasing or erecting of signs shall identify all vehicles used by employees in connection with installing, erecting and maintaining signs with the name of their company and their license number. Such information shall be set out on each side of the vehicle in clearly visible, legible and proportionally spaced letters at least 2 inches high with a brushstroke width of at least 3/8 inch that are full view at all times. The required information may be painted on the vehicle, permanently attached by decals, or painted on a sign that is permanently attached to the vehicle. The letters shall be of a color that contrasts with the color of the vehicle or with any background color on the decal or sign. Signs attached with nuts and bolts or magnets are deemed not to be permanently attached and will not satisfy the requirements of this section.

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.
 - 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.
 - 4. 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.

PLAN CHECKING

ALL OF YOUR TECHNICAL QUESTIONS ABOUT SIGNAGE AND PERMITTING SHOULD BE DIRECTED TO PLANCHECKING. THESE ARE THE PERSONS THAT CAN GUIDE YOU IN THE RIGHT DIRECTION.

WOODIE McCLENNON Administration Manager	832-394-8902	<u>robert.mccleannon@houstontx.gov</u>
Mario Garcia Plan Analyst Supervisor	832-394-8925	<u>Mario.garcia@houstontx.gov</u>
Daniel Hight Senior Analyst	832-394-8923	<u>daniel.hight@houstontx.gov</u>
Lester Antoine Senior Analyst	832-394-8921	<u>lester.antoine@houstontx.gov</u>
Lester Howard Senior Analyst	832-394-9506	<u>lester.howard@houstontx.gov</u>
Marissa Ayala Senior Analyst	832-394-9177	<u>Marissa.ayala@houstontx.gov</u>
Claudia Prindle Senior Analyst	832-394-8914	<u>Claudia.prindle@houstontx.gov</u>
Wesley Hall Senior Analyst	832-394-8926	<u>wesley.hall@houstontx.gov</u>
Kedrick Lyons Senior Analyst	832-394-9508	<u>kedrick.lyons@houstontx.gov</u>
Misael Benitez Division Manager	832-394-8915	<u>misael.benitez@houstontx.gov</u>
Billy Simmons Asst. Chief Inspector	832-394-8908	<u>billy.simmons@houstontx.gov</u>

On Premise Sign Permit Application: <https://www.houstonpermittingcenter.org/media/6006/download>

Sign Administration website:

<https://www.houstonpermittingcenter.org/building-code-enforcement/sign-administration>

To Check Permit Status online, go to <https://www.houstonpermittingcenter.org/our-services/eservices>

KEY LINKS:

- **New Sign Code - (Effective December 12, 2012):**
<https://www.houstonpermittingcenter.org/media/5591/download>
- **Geographic Information & Management System map:**
<http://www.gims.houstontx.gov/PortalWS/MainPortal.aspx>
- **Major Thoroughfare Listing:** <http://www.houstontx.gov/planning/transportation/MTFP.html>
- **Prerequisites Plan Review Procedures:**
- <https://www.houstonpermittingcenter.org/media/5581/download>