

Thank you for your interest in obtaining a Sign Contractor's License with the City of Houston. This license is required for any person leasing or erecting signs in the City of Houston and must be renewed annually. The licensing fee is the base fee plus the Administrative Fee. The City Fee Schedule is available online (<https://www.houstonpermittingcenter.org/>, Resources, Fee Schedule). Additionally, City of Houston Electrical Inspections license registration is required for companies installing electrical signs.

There are going to be companies outside of the Houston area applying for licenses. In order to accommodate the licensing process, all licensed sign contractors must maintain an office, or agent of record, within the sign code application area, as outlined in Section 4606(c) of the Houston Sign Code.

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, plus a \$25,000.00 Removal Bond, are 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 such 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.

Should you 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/dh

Enclosures – 8

Notice of Change Effective April 1, 2022, Electrical Code Amendment

**Effective April 1, 2022, per Section 404 - Master Electrician**

A master electrician may:

1. Perform all electrical work, including electrical work performed by a sign master electrician and a line master electrician.
2. Supervise an electrician.
3. Serve as master electrician for a contractor.

**Note: The master electrician of record shall not have a city electrical contractor's registration for more than one contracting business.**

Call Electrical Inspections at 832-394-8860 to initiate registration, reregistration, or change in registration, of a master (or sign master) electrician license dedicated to a licensed sign contractor.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**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 Code:

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, Houston 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, TX 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 directly from the company and bears the signature of an officer and the corporate seal.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**Removal Bond**  
**{Section 4606(e), Chapter 46, Houston Building Code}**

THE STATE OF TEXAS§

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS§

THAT WE, \_\_\_\_\_  
(Name & address of principal)

as principal, and \_\_\_\_\_  
(Name & address of surety)

as surety, are held 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 ourselves 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.

**Removal Bond (Cont'd.)**

**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\_\_\_\_\_.

\_\_\_\_\_  
**for Houston Public Works**

Pg. 2 of 2

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**Construction Bond**  
**{Section 4606(k), Chapter 46, Houston Building Code}**

THE STATE OF TEXAS§

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF HARRIS§

THAT WE, \_\_\_\_\_  
(Name & address of principal)

as principal, and \_\_\_\_\_  
(Name & address of surety)

as surety, are held 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 ourselves 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 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.

Pg. 1 of 2

**Construction Bond (cont'd.)**

**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\_\_\_\_\_.

\_\_\_\_\_  
**for Houston Public Works**

Pg. 2 of 2

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**SIGN CONTRACTOR LICENSE APPLICATION**

Name of Firm: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Person Filling Application: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Address (Main Office): \_\_\_\_\_  
(Street No.) (Street Name) (City) (State) (ZIP)

Contractor's Agent authorized to file application:

Agent Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Other City License[s] held by the Applicant (List License Number[s]):**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Will you be installing any electrical Signs?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please provide the State Electrical Sign License No.** \_\_\_\_\_

**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: \_\_\_\_\_

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: \_\_\_\_\_

**SIGN CONTRACTOR LICENSE APPLICATION (Cont'd.)**

Name of Firm: \_\_\_\_\_

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 ordinances 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.

(seal)

\_\_\_\_\_  
Notary Public in and for State of Texas

Pg. 2 of 2

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**Sign Contractor Information & Update Letter**

Sign Administration leads the way in online permitting, which requires an email address for your company. Sign Administration strives to provide an efficient, accountable, and responsive sign permitting process, all while ensuring public safety. Sign Administration sets the example for review of online plan submittal, notice of review or inspection approval or rejection, & online release of permits & accompanying inspection documents.

Please complete all fields below. If necessary, a continuation sheet can be used for the roster of authorized company representatives.

Date: \_\_\_\_\_

Sign Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No.) (Street Name) (City) (State) (ZIP)

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Company Email: \_\_\_\_\_

Authorized Company Representatives (include owner's name, if desired):

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

\_\_\_\_\_  
Print Sign Company Owner / President Name\_\_\_\_\_  
Sign Company Owner / President Signature\_\_\_\_\_  
Date**Sign Administration Use Only**

License #: \_\_\_\_\_

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 stated for this provision in the city fee schedule.

**(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.

**PLAN REVIEW**

All questions regarding the permitting of code-regulated signs are directed to Plan Review. Sr. Plan Analysts (aka Reviewers) are the persons who can guide you in the right direction. Questions for sign permit application packets under review (e.g., review-in-progress, rejected packet, etc.) are directed to the assigned Reviewer. In the absence of the assigned Reviewer, contact the Plan Analyst Supervisor.

<b>Name Job Title</b>	<b>Direct Line</b>	<b>Email Address</b>
Heber Aguirre Sr. Plan Analyst	832-394-8914	heber.aguirre@houston.tx.gov
Linda Perez Sr. Plan Analyst	832-394-9506	linda.perez@houston.tx.gov
Daniel Hight Sr. Plan Analyst	832-394-8923	daniel.hight@houston.tx.gov
Lester Antoine Sr. Plan Analyst	832-394-8921	lester.antoine@houston.tx.gov
Eduardo Villaseñor Sr. Plan Analyst	832-394-9508	eduardo.villasenor@houston.tx.gov
River Mosley Sr. Plan Analyst	832-394-8926	river.mosley@houston.tx.gov
Marisa Ayala Sr. Plan Analyst	832-394-9177	marisa.ayala@houston.tx.gov
Mario Garcia Plan Analyst Supervisor	832-394-8925	mario.garcia@houston.tx.gov
Misael Benitez Sign Administrator / Division Manager	832-394-8915	misael.benitez@houston.tx.gov

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

Houston Map Viewer: <https://experience.arcgis.com/experience/024f52f00e214e8691463ecb84dca725>

Houston Sign Code: <https://www.houstonpermittingcenter.org/media/5591/download?inline>

Plan Review Prerequisites Checklist: <https://www.houstonpermittingcenter.org/media/5581/download?inline=>

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

Check permit status online: <https://www.houstonpermittingcenter.org/our-services/eservices>

Major Thoroughfare Table:

[https://www.houston.tx.gov/planning/transportation/docs\\_pdfs/MTFP/2024/24MTFPClassificationTable.pdf](https://www.houston.tx.gov/planning/transportation/docs_pdfs/MTFP/2024/24MTFPClassificationTable.pdf)