

STEP 3 (contd.)

- *If* the maximum height of your proposed ground sign is greater than 30', provide foundation drawings for the proposed sign stamped and sealed by an Architect or Engineer licensed to practice in Texas, and a hole inspection will be required.
- Provide exterior elevations showing the following:
 - Drawings *must* be to scale.
 - Drawings *must* be dimensioned in feet and inches only.
 - Make sure that *all graphics and dimensions* on your drawings match the same information on your application.

Other requirements may be applicable to your application. Please visit <http://hcpid.org/permits> to review these requirements.

Do Not Forget

Print your name in the space provided, sign and date your application before submitting.

STEP 4 PLAN SUBMISSION

- a. Applications on CDs (pdf format) may be dropped off at Express Receiving at 10555 Northwest Freeway, Suite 100, Houston, TX 77092.

OR

Applications may be submitted online at ereview login link located at hcpid.org/permits under plan review..

Facsimiles will not be accepted

- b. Plans will be reviewed to meet Harris County Sign Regulations or other applicable codes. If deficiencies are found they will be noted on your plans, and returned to the applicant for corrections.
- c. If plans are acceptable, a permit will be issued and the applicant will be notified of fees due.

You are now ready to start construction

STEP 5 FINAL INSPECTION

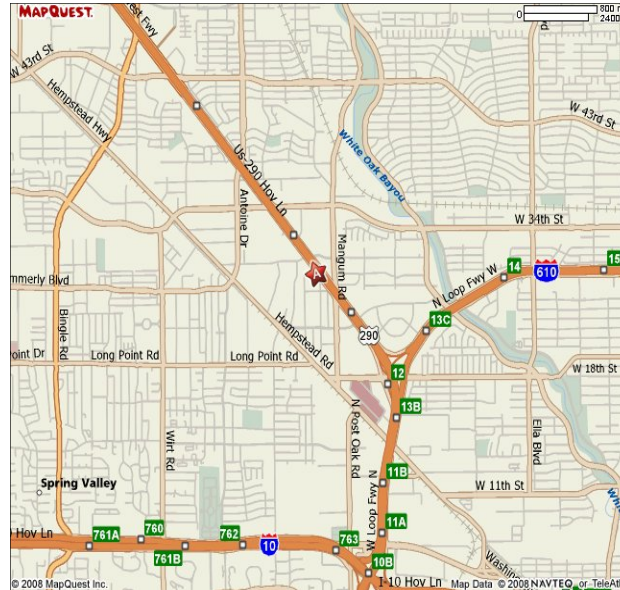
Request Your Inspection

All required inspections are noted on the second page of your permit. Please call the following number to request your inspection after your signs have been constructed on site.

713/956-3054

Note: You will need to call for a hole inspection for a ground sign 30' or higher, before you can call for a sign inspection.

Harris County Permits Office
10555 NW Freeway
Houston TX 77092
Express Receiving Suite 100



For more information about permitting your commercial establishment please visit our website:

<http://hcpid.org/permits>

The Permit Office is open Monday thru Friday
7:30 am until 4:00 p

HARRIS COUNTY ARCHITECTURE AND ENGINEERING DIVISION

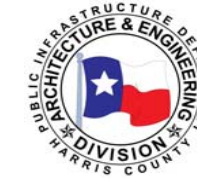
Permits Office
10555 NW Fwy
Houston, TX 77092
Phone: 713-956-3000
Inspection:
Phone: 713/956-3041

Josh Stuckey, Manager
Jesse Morales, Assistant
Manager
Fax: 713-316-4891
Fax: 713/956-0744

Questions regarding permitting? Call any of the following
Jennifer Dupas (713/956-3082)
Soumya Rege (713/316-3538)
Shepard Cross (713/956-3015)
Travis Meeks (713/316-3536)

For all questions related to Full Site Development review and permitting, please call Shawn Sturhan at 713/316-3520

HARRIS COUNTY



Signs

Sign Permitting

The Harris County Architecture and Engineering Division is working to provide you with a safe, code-compliant work place.

All new and renovated signs in unincorporated Harris County will require a permit.

This document will inform you how to obtain the forms for submittal, the drawings and documents you will need, and guide you step-by-step through the Sign permitting and inspection process.

PLEASE READ CAREFULLY



Sign Review

Harris County implements **Sign Review** for permitting of certain types of Signs. Plans may be prepared by the applicant or a sign professional, but must be **accurate, legible and contain all pertinent information** as noted in Step 3. Harris County has implemented new permitting procedures for your convenience. Appointments are no longer necessary. Submittals on CD (pdf format), or online will greatly expedite review and permitting of your project. Please contact Travis Meeks at 713/316-3536 to register for the online submittal process.

STEP 1 QUALIFYING CRITERIA

Determine Review Requirements

The following signs shall require a Sign Permit:

- On-premise signs located in the unincorporated area of Harris County.
- Outdoor display sign.
- Any means of advertising for, or identifying a business, activity, or services.
- Banners exceeding 40 s.f. in area.

Up to 5 on-premise signs may be permitted for each business address.

The following signs do not require a Sign Permit:

- Off-premise signs (signs located outside your property lines).
- On-Premise signs:
 - A temporary ground sign 40 s.f or less containing information concerning a building or other structure under repair or construction or advertising the sale or rental of the premises.
 - A temporary banner 40 s.f or less displayed for 7 consecutive days in any 30 day period.
 - Signs painted on glass surfaces, doors or windows.
 - Government signs.
 - Railroad signs.
 - Legal notices and house numbers.
 - Directional signs—less than 6 s.f. in size and less than 5' in height.
 - Signs on motor vehicles not used for advertising.
 - Provisional signs installed by a licensed sign contractor.

STEP 1 (contd.)

- Signs less than 200 s.f. in area painted on the face of a building, forming an integral part of the structure, no higher than the roof line, and stating only the name of the proprietor and the name of the building.

For all other exceptions please refer to Harris County Sign Regulations at <http://hcpid.org/permits>.

Unincorporated areas in Harris County include Scenic, Toll Road and Extraterritorial jurisdiction areas.

EXTRATERRITORIAL JURISDICTION (ETJ) SIGNS

1. ETJ Category A (Scenic Signs)

Category A signs are defined as Signs visible from, and located on-premises with frontage on the following Rights of Way:

- Scenic Rights of Way & Districts
- Historical Rights of Way & Districts
- A scenic map is located at <http://hcpid.org/permits>
- Please visit <http://hcpid.org/permits> for height and size criteria governing these signs.

2. ETJ Category B (Major Thoroughfares)

Category B signs are defined as Signs visible from, and located on-premise with frontage on the following Rights of Way:

- Major thoroughfares (other than Freeways, or Scenic and Historical Rights of Way and Districts).

3. ETJ Category C (Freeways)

Category C signs are defined as Signs visible from, and located on-premises with frontage on the following Rights of Way:

- Freeways other than Predominantly residential Rights of Way, or Scenic and Historical Rights of Way and Districts.

4. Toll Road Signs

- Toll Road Signs are any signs visible from the main lanes of any Harris County toll road.
- They are separated into Wall Signs, OR Berm (or Ground) signs.
- Please visit <http://hcpid.org/permits> for distance (from toll road) and square footage criteria governing these signs.

STEP 2 APPLICATION

Applications may be downloaded at: <http://hcpid.org/permits> under Quick Docs & Forms, OR under Permits, Signs.

Applications may also be picked up at Express Receiving located at 10555 NW Freeway, Suite 100, Houston, TX 77092

STEP 3

REQUIRED INFORMATION

1. General Requirements

Complete all information on the application form including the following:

- Make sure that the address on your application matches the address on the building permit number, including the suite number.
 - Building Permit number—Provide a valid building permit number, ie. 1-00111222-1
- OR
- Lease Space permit number—Provide a lease space build out permit number, ie. 1-00222111-2
 - Provide the legal description of the property where the sign will be erected (using HCAD).
 - Make sure you check the appropriate road designation, as follows, on the sign application form:
 - Scenic District—Any Category “A” sign. See Scenic Map located at <http://hcpid.org/permits>
 - ETJ—Extraterritorial jurisdiction Category “B”, or “C”.
 - Toll Road—Any Sign visible from the main lanes of a toll road.
 - Make sure your application is notarized and signed.

2. Site Plan

Provide a Detailed and Legible Site Plan with the following information: (see sample book online or at lobby):

- Site Plan MUST be to scale.
- The following items MUST be clearly labeled on the Site Plan:
 - Property lines.
 - Location of all buildings on the property.
 - Right of Way (ROW).
 - Tie-downs to Property Lines—show set back of ground sign(s) from property lines in 2 directions.
 - North arrow—show true north arrow.
 - All road names applicable to the property.
 - Location of all proposed and/or existing signs on the property.

If you are submitting for a new ground sign, a survey will be required (in lieu of a site plan). The survey MUST contain all information listed as required on a site plan.

3. Drawings

Clearly show the following information for each proposed sign:

- Accurate dimensions of the sign **noted in feet and inches only (rounded to the nearest inch).**