

As President of the Houston Sign Association, be advised that Sign Administration has been working weekends. In this regard, the Inspectors observed four (4) sign companies this past weekend installing signs without having the approved plans or permits on the job site. In one instance, a licensed sign company had not obtained a permit prior to installation.

Please advise the members of the Association of the requirement of having approved plans and the permit on the job site. Effective immediately, citations will be issued for non-compliance to Section 105.7 of the International Building Code as known as the Houston Building Code of which Chapter 46 (Sign Code) is a part. It states in part that the permit shall be kept on site of the work until the completion of the project.

We will also begin revocation of the sign contractor's license and notifying the State in the event the contractor is electrically licensed. Thank you and let me know if there are any questions.

Susan Luycx

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www.publicworks.houstontx.gov/planning/enforcement/signadmin.htm