

INFORMATION LETTER 0014-2008
STORM DAMAGE

Effective Immediately 9/15/08

Hurricane Ike wrought damage on a large number of on-premise and off-premise signs in the City of Houston and its extra-territorial jurisdiction (ETJ). This policy shall apply to any sign, damaged for any reason. The City's Sign Administration organization stands ready to assist you to remediate signs requiring assistance.

Please be reminded that Chapter 46 of the City of Houston Building Code (the Sign Code), Section 4605(e)(3) states that **when any sign or a substantial part thereof is blown down or otherwise destroyed**, or taken down or removed for any purpose other than maintenance operations or for changing the letters, symbols or other matter on such sign, it shall not be reerected, reconstructed, repaired or rebuilt, except in full conformance with the Sign Code. A sign is considered to be destroyed if the cost of reerecting, reconstructing, repairing or rebuilding the sign is more than 60 percent of the cost of erecting a new sign of the same size, type and equivalent construction at the same location.

It is important to remember that before beginning any repairs to your sign beyond stabilization, you are required to obtain a permit.

Most signs will require you to contract with a sign contractor licensed to do work in the City of Houston however, an individual may make application for a permit if the free standing ground sign is 10 feet or less in overall height and is 100 square feet or less in advertising display area. You will need to submit 2 of the following with the application:

- Photographs of the damaged sign
- Details of the scope of work to be performed and explain how the repairs will be made.
- Engineered drawings if the sign is 30 feet in overall height.

If in the Sign Administrator's opinion the sign appears to exceed the 60% rule as noted in Section 4605 above, you will be asked to also submit a breakdown of cost to repair and cost to erect a new sign. Your application, estimates and support documents will be forwarded to a 3rd party for a review. If the 3rd party disagrees with the Sign Administrator, a permit may be issued. If the 3rd party agrees with the Sign Administrator, the application for permit will be denied. The permit holder may then appeal to the General Appeals Board as outlined under Section 4604(e).

The Sign Administration section of Code Enforcement reopened its office immediately after the storm passed and is available to serve the citizens of Houston with their permit and inspection needs at the following location:

Sign Administration
2636 South Loop West Suite 675
713-218-5801

<http://www.publicworks.cityofhouston.gov/planning/enforcement/signadmin.htm>

