SIGN PERMIT CHECKLIST

1. APPLICATION
   Electronic submittals via online E-Permits system:

   A completed sign application is only required with over the counter drop off submittals along with one set of plans preferably in PDF format on cd.

2. SIGN CATEGORY
   Toll Road (see HCTRA system map)
   ETJ Scenic Category A (see Scenic District map)
   ETJ Major Thoroughfares Category B (see MTFP map)
   ETJ Major Freeways Category C (see MTFP map)

3. SITE PLAN
   If no ground signs are proposed, a Google Earth aerial map is acceptable.
   - Must be clear and legible
   - Label ROW/property lines
   - Show the buildings
   - Show any easements
   - Distances from ground signs to property lines (not curb or driveway)
   - North arrow
   - Road names
   - Label sign locations A-E

   For toll road signs only, distances from proposed signs to toll road main lanes (beginning of outside lane not feeder road)

4. SIGN DETAIL PLANS
   - Provide width, height and max height (from ground to top of sign or sign panel) of all signs.
   - Measurements must be in feet and inches rounded to the nearest inch.
   - If proposed ground sign is 30’ or greater then engineered plan is required with a hole inspection.

PLEASE NOTE:
- Sign Permits are valid for 180 days from the permit date.
- There are no refunds on expired, voided or cancelled permits.
- No sign should be constructed or erected without a permit.
- Inspections must be requested for all signs.
STEP 1
QUALIFYING CRITERIA
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 square feet in area.

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

Please refer to our website for all other exceptions found in the Harris County Sign Regulations:

Unincorporated Harris County includes the following signs:
EXTRATERRITORIAL JURISDICTION (ETJ) SIGNS

Please refer to the maps and size requirements located on our website at www.eng.hctx.net/permits under Signs for each sign category.

1. ETJ Category A (Scenic Signs) - Category A signs are defined as Signs visible from, and located on-premises with frontage on Scenic Rights of Way & Districts.

2. ETJ Category B (Major Thoroughfares) - Category B signs are defined as Signs visible from, and located on-premises with frontage on 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 Freeways other than Predominantly residential Rights of Way, or Scenic and Historical Rights of Way and Districts.

TOLL ROAD SIGNS

4. Toll Road Signs - Toll Road Signs are any signs visible from the main lanes of any Harris County toll road.

STEP 2
REQUIRED INFORMATION

1. General Requirements
• Business must have a valid Fire Code permit number
• Legal description of the property where the sign will be erected (using HCAD www.hcad.org).

2. Site Plan -
Provide a Detailed and Legible Site Plan with the following information clearly labeled:
• Location of all buildings on the property
• North arrow
• All road names applicable to the property
• Locations labeled A-E for all proposed signs on the property
• For ground signs only, distances to property lines in 2 directions (not from curb or driveway)
• For Toll Road signs only, distances from proposed signs to the toll road main lanes (not the feeder road or curb)

If you are submitting for a new ground sign, a survey or site plan showing all easements will be required with all information listed above. If the sign is located in any easement(s), approval from the easement(s) owner is required.

If you are submitting for wall signs, a Google Map (satellite view) is acceptable with all information listed above.

STEP 3
PLAN SUBMISSION

Facsimiles or Emails will not be accepted
• Preferably submit online at e-permits link located at https://apps.harriscountytx.gov/EPermits/Login.aspx
• Or on CD (PDF format) may be dropped off at Harris County Permits Office (shown on front).

Plans will be reviewed to meet Harris County Sign Regulations or other applicable codes. If deficiencies are found they will be noted and returned to the applicant for corrections.

If plans are acceptable, a permit will be issued and the applicant will be notified of fees due.

STEP 4
REQUEST THE INSPECTION

All required inspections are noted on the permit. Please visit our website www.eng.hctx.net/permits and click on the Inspection Request link. Send the Inspection Request form to fax (713) 437-5764 or email devinspect@hcpid.org.

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

Questions regarding Sign permitting:
Contact any of the following:
Signs (713) 274-3933 or signs@hcpid.org

Joshua Fajardo (713) 274-3905
Vence Salvato (713) 274-3853
Vanessa Guillar (713) 274-3759
Michelle Moreno (713) 274-3818
Travis Meeks (713) 274-3795

For all questions pertaining to Fire Code review and permitting, please call (713) 274-3922 or email firecode@hcpid.org