



CITY OF CONROE
COMMUNITY DEVELOPMENT

(936) 522-3610

SUMMARY OF SIGN REGULATIONS AND PERMIT PROCESS

City of Conroe Code of Ordinances
Chapter 90, Section 1-15

The City has adopted the International Building Code, 2009 Edition, which regulates the construction of structures, including signs. In addition, the City has adopted other ordinances which amend and supplement the International Building Code, 2009 Edition and also regulate the construction and display of signs. While this summary provides as overview of the sign related requirements, it is not intended as a substitute for the actual ordinances themselves. Persons interested in the construction or display of signs within the City should carefully review the ordinances themselves to determine all applicable requirements. In the event of a conflict between a provision of the International Building Code and any other ordinance of the City, then the provisions of the other ordinance shall control over the International Building Code unless it is clearly intended otherwise.

I. SIGN TYPES

1. Signs, General.

- a. Outer edge of the sign must be two (2) feet behind the property line and out of the visibility triangle at all street and driveway intersections as defined in the City of Conroe Code of Ordinances. All signs shall be placed and located where oncoming traffic can be readily seen.
- b. The placement of signs in street rights-of-way or on public property is generally regulated by City of Conroe Code of Ordinances, Chapter 90-4.
- c. No sign may be placed upon any utility pole, traffic sign or device or other public improvement.
- d. Signs may not be placed or project within street rights-of-way, and no permanent or temporary sign may be located on any other public property of the City.
- e. Off-premise advertising is prohibited

2. Temporary signs.

- a. Temporary signs are signs not exceeding 40 square feet in area which are constructed of cloth, canvas, light fabric, cardboard, wallboard or other light materials and are not permanently affixed to realty. Detailed regulations concerning temporary signs are found in City of Conroe Code of Ordinances, Chapter 90-2.
- b. No permit is required for the construction or display of a temporary sign.

3. Permanent signs.
 - a. Permanent signs are classified as ground, marquee, projection, roof, shingle, spectacular or wall signs. Detailed regulations concerning these signs and their classification are found in Appendix H SIGNS of the International Building Code.
 - b. A permit is required for the erection of ALL permanent signs.
4. Electrical signs.
 - a. A permit is required for all electrical signs. The general requirements for electrical signs are found in Section 14-229 of the City of Conroe Code of Ordinances. The requirements of this section are in addition to the requirements of the International Building Code and any other applicable requirements.
5. Off-premise directional sign.
 - a. Off-premise directional signs are not permitted greater than 12 feet in height or greater than 32 square feet in face area. Detailed regulations concerning off-premise directional signs are found in City of Conroe Code of Ordinances, Chapter 90-17.
6. The permit process for on premise signs.
 - a. The process for obtaining a sign permit is generally the same as obtaining any other building permit. A simplified permit application has been prepared and accompanies this summary. All permit applications must be made on the accompanying form.
 - b. A fee of \$30 must accompany each permit application.
 - c. Each permit application must include a survey showing the proposed location with respect to the property corners and the adjacent street right-of-way, the survey must demonstrate that the proposed location lies outside the right-of-way and visibility triangle.
 - d. For electrical signs, the master electrician responsible for the electric installation must obtain an additional electric permit.
 - e. For ground signs to be set in an excavation, the hole must be inspected prior to setting the sign. Sign installers are encouraged to call for an inspection of the location prior to any excavation or drilling to insure that the location lies outside any public right-of-way.
7. The permit process for off-premise directional signs.
 - a. The process for obtaining a sign permit is generally the same as obtaining any other building permit. A simplified permit application has been prepared and accompanies this summary. All permit applications must be made on the accompanying form.
 - b. A fee of \$50 must accompany each permit application for a directional off-premise sign.
 - c. Each permit application must include a survey showing the proposed location with respect to the property corners and the adjacent street right-of-way, the survey must demonstrate that the proposed location lies outside the right-of-way and visibility triangle.
 - d. For electrical signs, the master electrician responsible for the electric installation must obtain an additional electric permit.
 - e. For ground signs to be set in an excavation, the hole must be inspected prior to setting the sign. Sign installers are encouraged to call for an inspection of the location prior to any excavation or drilling to insure that the location lies outside any public right-of-way.

- f. A letter of no objection from the property owner granting permission for the placement of the off-premise sign is required.
- g. Directional off-premise signs are valid for 180 days. At that time, a new permit will be required.

ELECTRICAL SIGNS

Section 14-229. Electrical signs generally.

The following shall apply to the installation of electrical signs generally:

1. Light reflectors for the illumination of a building or signboard shall not project more than eight (8) feet beyond the building line.
2. All signs shall be connected to a separate circuit.
3. Electrical supply to signs shall be encased in conduit from the electrical panel to base of the sign. No Romex shall be run exposed to any sign. Tryplex cable may be used only with the permission of the Building Official.
4. There shall be provided one spare circuit in panel board for each sign raceway.
5. All outdoor signs shall be connected to a ground fault circuit.

A separate Electrical Permit is required if the sign is electrical.

ALL TEMPORARY SIGNS ARE ENFORCED BY COMMUNITY DEVELOPMENT

No permit is required for a temporary sign as long as it meets the City guidelines attached. A sign not meeting the guidelines shall be removed by the Community Development Department. Temporary sign requirements are listed in Chapter 90-2 and 90-8 of the City Code of Ordinances.

Nancy S. Mikeska, Assistant Director



Mike Kirkwood, Chief Building Official

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TECHNICAL APPLICATION PERMANENT SIGN PERMIT

Date: _____

Fee: \$30.00/Per sign
Off-Premise Sign \$50.00/Per Sign

Company Name: _____

Phone Number: _____ Email: _____

Address: _____

Sign Location (Name and Address): _____

Sign Type

- | | | |
|---|----------------------------------|---|
| <input type="checkbox"/> Projection | <input type="checkbox"/> Marquee | <input type="checkbox"/> Pylon |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Ground | <input type="checkbox"/> Off-Premise: *Property Owners
acknowledgement letter* |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Border | <input type="checkbox"/> Shingle |
| <input type="checkbox"/> Structure | <input type="checkbox"/> Neon | <input type="checkbox"/> Display |
| <input type="checkbox"/> Digital L.E.D. | <input type="checkbox"/> Wall | |

Description

Size

Can Type: _____

Length: _____

Individual Letter: _____

Width: _____

Channel Letter: _____

Depth: _____

Raceway Mount: _____

Number of Rows (Neon): _____

Hole Specifications

Width: _____ Depth: _____ Quantities: _____

Other Information

Distance from grade to bottom of sign (Height):

Property Owner's Approval Letter for Off-Premises Signs attached

Is Installation on existing structure? _____

Yes

Have Utilities been notified? _____

No

Notes

- SIGN MUST BE 2-FT BEHIND THE PROPERTY LINE AND EASEMENTS.
- All signs are required to meet stress and wind loads in accordance with 2009 International Building Code.
- Application must be submitted along with sign details, a site survey, calculations, and an Engineer's stamp and signature.
- ALL SIGN HOLES MUST BE STAKED AT THE TIME OF APPLICATION SUBMITTAL.
- BILLBOARD SIGNS MUST HAVE ORIGINAL TX-DOT PERMIT ATTACHED TO APPLICATION

Applicant Signature: _____ Approval Signature: _____