



Building Inspections and Permits
936-522-3610

CITY OF CONROE

Est. 1904

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 an 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. It is the applicant's responsibility to ensure the proposed sign is in compliance with all City Codes and state law. 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. **NO SIGN SHOULD BE MADE OR PURCHASED UNTIL A PERMIT IS APPROVED.** If the proposed sign permit is denied, any expense related to sign's construction, or purchase, is the responsibility of the applicant and will not be considered as part of the approval process.

PLEASE NOTE: SIGNS IN THE DOWNTOWN DISTRICT AND THE CARTER MOORE SCENIC CORRIDOR ARE GOVERNED BY A DIFFERENT SET OF REGULATIONS.

I. SIGN TYPES

1. Signs, General.

- a. The 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 on or project within street rights-of-way and no permanent, temporary sign, or other sign may be located on any other public property of the City, without the City's permission.
- e. Off-premise advertising is prohibited.

2. Temporary signs.

- a. Temporary signs are freestanding signs not exceeding 12 square feet in area that are not permanently attached to real property and can be easily carried by hand

from one place to another in a fully assembled state. Detailed regulations concerning temporary signs are found in City of Conroe Code of Ordinances, Chapter 90.

- b. No permit is required for the construction or display of a temporary sign.
 - c. Not more than two temporary signs and one portable sign may be displayed on the same frontage of any property and no temporary or portable sign may be placed within twenty feet of another temporary or portable sign on the same property.
3. Temporary wood panel signs.
 - a. Temporary wood panel signs are temporary freestanding signs constructed of wood or wood composition materials that are not greater than eight feet in height with a display area not greater than thirty-two square feet that is mounted on four-by-four inch wooden posts set in the ground. Temporary wood panel signs may only be displayed on property that is marketed for sale or where construction activity is in process. Detailed regulations regarding temporary wood panel signs can be found in Sec. 90-9.
 - b. A permit is required for the erection of ALL temporary wood panel signs.
 4. Permanent signs.
 - a. Permanent signs are classified as ground, monument, pole, 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.
 5. 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.
 6. Off-premise signs are prohibited.
 - a. "Off-premise sign" means an outdoor sign displaying advertising that pertains to a business, person, organization, activity, event, place, service, or product not principally located or primarily manufactured or sold on the premises on which the sign is located.
 - b. **Off-premise signs are prohibited at all locations within the corporate limits and extraterritorial jurisdiction of the city.**
 7. Attention Getting Devices.
 - a. "Attention getting devices" mean banners, streamers, ribbons, flags, sail banners, feather flags, flutter flags, permanent pin wheels, air dancers, balloons, inflatable figures and similar objects that attract attention to a business or commercial establishment. Detailed regulations concerning "attention getting devices" are found in City of Conroe Code of Ordinances, Chapter 90-7.
 - b. "Attention getting devices" may not be displayed more than two times on the same property during any calendar year and no display may begin within (30) days of the end of the previous period of display.
 - c. A permit is required for all "attention getting devices".

8. Portable sign.
 - a. A “freestanding sign” is a sign with a display area not greater than forty-eight (48) square feet that is not permanently attached to real property and can be easily transported from place to place with minimal disassembly. The term includes a sign constructed on a wheeled chassis or other frame suitable for transportation on a trailer or truck bed.
 - b. The fee for a portable sign permit is \$50. A portable sign permit authorizes the continuous display of a portable sign at a specified location for a period of 90 days. A portable sign permit is not transferrable and does not authorize the display of a portable sign at any location other than the location specified in the application.
9. 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 permit application accompanies this summary for a particular sign. Please ensure you complete the correct application covering the sign you are requesting. Submit the completed correct sign application to Permits.
 - b. The correct permit fee must accompany each permit application.
 - c. Each permit application must include a survey showing the proposed sign location with respect to the property boundaries and corners and the adjacent street right-of-way, tree protective zones, and all utility easements. The survey must demonstrate that the proposed location lies outside any ROW, easements, and the visibility triangle. Signs proposed to be placed inside an easement must submit an Encroachment Agreement signed by the easement owner(s).
 - d. For electrical signs, the master electrician responsible for the electric installation must obtain an additional electric permit. No extensions cords are allowed.
 - e. For ground signs to be set in an excavation, the hole(s) 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.

ELECTRICAL SIGNS OR “ATTENTION GETTING DEVICES” REQUIRING ELECTRICITY

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, signage, attention getting device, or other illumination shall not disrupt the quality of life of others or impede traffic.
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 the base of the sign. No Romex shall be run exposed to any sign. Tryplex cable may be used only with the approval of the Building Official.
4. There shall be provided one spare circuit in the 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 or display requires an electrical hardwire connection.

**ALL LEGAL TEMPORARY SIGNS ARE REGULATED
BY THE COMMUNITY DEVELOPMENT DEPARTMENT.**

No permit is required for a temporary sign as long as it meets the City guidelines. A sign or attention getting device not meeting the guidelines may be removed by the Community Development Department, without notice. Temporary signs, portable signs, and other forms of advertising requirements are listed in Chapter 90 of the City Code of Ordinances.

PORTABLE SIGN PERMIT APPLICATION

Date Submitted: _____ Fee: \$50.00/Per sign - Good for 90 Days
Name of applicant: _____
Phone Number: _____ Email: _____
Address: _____
Name of business of sign location: _____
Address of business of sign location: _____
Note: This permit is for the above location only.
Purpose of sign: _____
Start date of Sign Display: _____ End date of Sign Display: _____
Portable Signs cannot display more than 90 days. One permit per calendar year.
Previous period of display dates: _____

Sign Dimensions

Display Total sq. ft.: _____ (Not to exceed 48 sq. ft.)
Height of sign face: _____ Width of sign face: _____

Electrical Connection Information

Are you connecting the portable sign to an existing GFCI circuit? Yes No
Will a GFCI circuit need to be installed? Yes No (No extension cords are allowed.)
If not connecting to a GFCI circuit, how will the attention getting device be powered?

Sign Company Information

Name of sign representative: _____ Phone number: _____
Name of sign company: _____
Address: _____

Important Information

Property frontage (length) where portable signs are to be displayed: _____
How many temporary signs will be on the property at the same time as the portable sign? _____
Note: No more than 2 temporary signs and 1 portable sign may be displayed on the same property and they must be 25 ft. apart.

Requirements

- All sign locations in easements, must have an Encroachment Agreement given by the easement owner(s).
- Application must be submitted along with sign details, a site survey, calculations, and an Engineer's stamp and signature, if applicable.
- Sign location to be staked at time of application
- Portable signs must not cause a traffic visibility issue or impede traffic in any manner. They must not interfere with the quality of life of others, as determined by the Building Official.

Applicant Signature: _____ Approval Signature: _____