

Mayor, Otis Cohn
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City Council
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City Manager, Kelly McDonald
City Secretary, Angela Smith

Call the City of Cleveland to receive a copy of the sign ordinance.

Sign Installation Requirements for the City of Cleveland.

- 1) Submit detailed engineered (if applicable) drawings showing sign materials and other information specific to the type of sign - wall, pole, monument, etc.
- 2) Submit site plan.
- 3) Submit all drawings ahead of time for review and approval. Submit one (1) paper set and one (1) set on a flash drive/CD. These may be done in person or by e-mail (paper drawings may be sent e-mail; follow up with sending flash drive/CD by mail or in person) Drawings need to be in color with legible printing and easy to read. (legible and easy to read means being able to read without having to be "blown up" or read easily without strain).
- 4) The City of Cleveland uses the 2015 IBC and the 2014 NEC as adopted codes.
- 5) Sign company will need to fill out a contractor registration form and have a general liability insurance policy with the City of Cleveland as the certificate holder submitted from the insurance company.
- 6) For electric signs - the electrical sign master will need to follow the same procedure for registering in addition to presenting proper State of Texas licensing credentials (i.e., Texas Master Sign Electrician License and Texas Electrical Contractor's License) and driver's license.
- 7) We can take payment by phone with MasterCard or Visa. There is a \$2.50 card processing fee.
- 8) Pole signs - must have documentation showing that it can withstand the wind load.
- 9) Wind Loads - 58 mph to 130 mph with a 3-second gust.
- 10) Wood Signs - only ground signs may be wood. Any wood sign 10 ft. or less needs no engineering. Above 10 ft. - needs engineering.
- 11) No grandfathering on signs.
- 12) Permits will only be issued to the sign contractor doing the job.

The City Inspectors reserve the right to request any additional information that they might feel will be helpful to them to give the approval for the sign.

If you have any questions, you can give us a call at 281-659-0240.

Thank You

Mary Hale

Development Services Coordinator/
Certified Permit Technician
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