

# SIGN INSPECTION PROCEDURE

## CITY OF PLANO BUILDING INSPECTION DEPARTMENT

All signs erected within the City of Plano shall be inspected by the Building Inspection Department. The permit holder is responsible for requesting the required inspections. All sign construction or work shall remain accessible and exposed for inspection purposes until the inspections have been approved. The permit and approved plans are to be available and accessible at the job site for all inspections.

The following is a listing of possible inspections:

- **Pre-installation Inspection:** All freestanding signs must receive a pre-installation inspection to determine if the proposed location of the sign is in compliance with applicable ordinances. The permit holder shall stake out the leading edge of the sign and then request the inspection.
- **Footing/Pier Inspection:** To be made once all excavation is complete, all form boards and reinforcing steel is in place, and underground electrical work is approved, and prior to placement of any concrete.
- **Underground Electrical Inspection:** To be made once the underground conduit is in place, prior to the work being covered up.
- **Rough Electrical Inspection:** Electrical inspections shall be conducted on the job site after the sign is installed and all field wiring is complete. This inspection will be performed the next working day after the inspection has been requested. Appointments for inspections may be made by calling the morning of the inspection between the hours of 7:00am and 7:30am. No appointments will be scheduled after this time. It is the contractor's responsibility to provide the appropriate equipment to access the sign including any interior field wiring.
  - Exception:
    - The applicant may provide a listing number and file number for the proposed sign from an approved testing agency. This listing number must be provided at the time of permit application and the file number provided prior to or at the time of final inspection. This will apply only to individual channel letters mounted on a common raceway with all secondary wiring contained within the sign. Listed signs and equipment may be required to be inspected to detect alterations or damage.
  - All electric signs and outline lighting shall:
    - Be installed by a licensed and qualified person
    - Be installed in a neat and workman like manner
    - Use parts and components approved for the purpose
    - Be installed in accordance with the manufacturer's installation instructions
- **Final Electrical Inspection:** To be made after all electrical work is completed.
- **Final Sign Inspection:** To be made after all sign work is completed.

Contractors who fail to have their signs inspected in a timely manner according to these procedures are subject to have their registration revoked and will not be able to obtain permits within the City of Plano. Also, persons knowingly installing a sign and connecting it to power sources, which have not been permitted and inspected, are subject to the same penalties.

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This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at [www.plano.gov](http://www.plano.gov) or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.



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