



MEMORANDUM

To: Sign Contractors

From: Building and Zoning Department

Date: December 9, 2005

Re: Footing Inspections for Ground Signs

Effective January 3, 2006, for new ground signs over 20 feet in height or with a face area greater than 50 square feet, footing inspections will be required. The inspection must be conducted after the excavation is complete but prior to the pouring of concrete – 109.3.1 International Building Code, 2003 Edition.

A set of approved plans must be kept on the job site for the inspector to refer to during the inspection. Therefore, it will be necessary for two sets of plans to be submitted with the application for a sign permit. One set of plans will be returned to the sign contractor when the permit is issued.

To schedule a footing inspection, the sign contractor must request the inspection based upon the following guidelines:

A.M. Inspections: request must be received by this department prior to 3:15 p.m. the day before the desired inspection date.

P.M. Inspections: request must be received by this department prior to 8:15 a.m. the day of the desired inspection date.

If you have any questions, please feel free to contact this department at 217-789-2171.