



TO: Development Service Customers

SUBJECT: **INFORMATION BULLETIN 191**
Sign Permit Application Process
General Policies and Procedures

DATE: April 12, 2013/*Revised August 1, 2014*

CREATED BY: Field Services Division

Purpose:

As a customer service initiative, Development Services Department (DSD) has developed this **revised** Information Bulletin (IB) to outline the department's sign permit process, policies and procedures. The purpose of this IB is to inform the owner and/or owner's authorized agent of the procedures for submitting sign applications and providing a permit checklist to assist with the completeness review process for the type of sign permit being applied for. The goal is to provide quality customer service in facilitating the issuance of sign permits within the City of San Antonio and its extra-territorial jurisdiction, and as intended with the purpose as outlined in Chapter 28, section 28-3. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

Scope:

This IB is broken down into two different parts:

- **PART I** - consists of DSD's process sections. These sections can be utilized by all customers to assist with the process and procedures for sign applications and permits and includes the following: Permit Types, Checklists, Submittal Packages, Plan Review and Inspections Information, Preliminary Plan Review Meetings, Walk-Ins Information.
- **PART II** – consists of more general information and guidelines for assisting our customers with the additional services that DSD offers. It includes the following: Information on Appeals & Variances Procedures, Escrow Account Information, and Contractor Notification Information, New definitions.

PART I

A. Permit Types. The following is a list of sign permits currently within Chapter 28 that are issued by DSD: temporary signs, temporary weekend signs, free standing signs, wall signs, projecting signs, refaces, pole signs, roof signs, banner signs, marquee signs, electric signs, non-electric commercial signs, sign master plan development agreements, and billboard demolitions and relocations.

B. Applications & Checklists. Applications “A”, “B”, “C”, or “D” attached to this IB shall be used as a part of the on-premise permit application process. The revised applications correspond with today’s DSD issued sign permit type. The following list identifies which documents are needed with the submittal for each different type of permit.

Applications “E”, “F”, and “G” have also been revised and pertain primarily with off-premise signs. Please contact sign staff for a copy of those revised applications.

Staff will review the submittal package for completeness. Incomplete or missing checklist items will not be accepted for review. Staff will immediately e-mail the applicant of the items missing for submittal.

The permit application shall be submitted to the sign section along with all drawings, details, and applications. If a monument has any electrical work or water features, additional drawings or details will need to be submitted for review before the sign permit can be issued.

List of Application Type and Checklist per Permit Type:

1. **Temporary Signs** (Across the Street/Avenue/Inflatable) – Application “B”, drawings
2. **Temporary Weekend Signs** (Weekend Sign Permits) – Application “D”, site plan of sign locations, a drawing or picture of the sign
3. **Wall Signs** (On-premise) – Application “A”, elevation drawings, engineer’s letter ensuring existing wall design and proper attachment
4. **Projecting Signs** (On-premise) – Application “A”, site plan, drawings, engineer’s design
5. **Refaces** – Application “A”, drawings of existing sign, new face drawing. For refaces on free standing signs, a detailed site plan showing dimensions and property lines, and easements will be required
6. **Pole Signs** – Application “A”, detailed site plan showing all easements and setbacks, drawings of the sign, and an engineer’s letter if taller than 12 feet in height
7. **Roof Signs** – Application “A”, drawings of the sign, engineer’s letter ensuring the existing roof can withstand the new loads of the sign when attached to the roof
8. **Banner Signs** – Application “A”, drawings and elevations of the sign, site plan
9. **Marquee Signs** (portable signs are not allowed) – Application “A”, drawings and elevations, site plan
10. **Electric Signs** – Application “A”, drawing and elevations, proof of Listing
11. **Non-Electric Commercial Signs** – Application “A”, site plan, elevations, engineer’s letter if applicable
12. **Sign Master Plan Development Agreements** – Application “C”, complete plans including: 1)Site plan and SMP area boundaries, 2)Site plan showing the location of all signs, 3)A table showing the square footage and heights of all signs throughout the plan by lot, 4)Percentage of the cumulative reductions, 5) The signed agreement letter from the owners

13. **Billboard Demolitions and Relocations** – Application “E”, “F”, or “G”, AP#’s of existing registered billboards, before photos
14. **Monument Signs and Free Standing Signs** – All monuments and free standing sign structures that exceed 8’ in height, measured from grade, fall under the *International Building Code*, Group U occupancy classification, and shall require the submittal of engineered drawings to be submitted with the Application “A”. The *International Building Code* is the City of San Antonio’s local adopted building code for buildings and structures.

The following explains the two acceptable methods of compliance by the Department:

Compliance Method # 1- Submit two document sets that include calculations by a Texas licensed professional engineer showing (1) the dimensions of the sign (2) size and type of materials to be used in the construction of the sign (3) the plans must state that the sign complies with the 105 mph wind loads, (4) sealed and signed by the design professional,(5) designed under the 2012 IBC

Compliance Method # 2 - Contractor certification letter sealed and signed by a Texas licensed professional engineer. A certified statement that monuments, sign faces, sign cabinets, and method of attaching signs to their support structure shall be designed and constructed to conform to the specifications of the *International Building Code*. The building official may accept a letter from a Texas licensed professional engineer for a partial final inspection of the structure at completion of the project. Sign Inspector will confirm height, size, and spacing at final inspection.

Trees- If trees are going to be removed, a tree affidavit and tree review will be required to be submitted as part of the sign permit application process.

C. Submittal Packages. Before any permit is granted for the erection of a sign or sign structure authorized in Chapter 28, all required documents for a review shall be provided. **Section 28-93 (d)** states that the Director shall review an application for completeness within five (5) working days of the application submittal. The Director shall render a decision approving or denying the completed application within fifteen (15) days. A completeness review process ensures that the application for a sign permit contains all the required information to start reviewing construction plans for conformance with the Chapter 28 and the International Building Code. Failure to provide required information can result in unnecessary delays and subsequent reviews. An applicant is required to bring the application, sign checklist, construction documents, and other required information for the project to the second floor receptionist. Sign staff will perform a non-technical summary review of submitted construction plans/documents with the objective of identifying any missing, critical elements prior to the actual start of the formal review process. If elements are missing, DSD sign staff will communicate within five (5) business days apprising the applicant of any missing plans/documents. During the completeness review, if the submittal is found to be complete, the plan review clock will start the day that the submittal was first brought in. If information is missing, the application will be placed on hold.

The permit application shall be accompanied by the written consent of the owner or lessee of the premises upon which the sign is to be erected.

Timely service is a high priority in DSD’s Sign Section. We thank you in advance for your cooperation with this procedure.

D. Plan Review and Inspections. Signs shall be designed and constructed to comply with the provisions of Chapter 28 for use of materials, loads, and stresses. Where a permit is required, construction documents shall be required based on permit type (**see checklist above**). These documents shall show the dimensions, material and required details of construction, including loads, stresses and type of anchors. Sign staff shall make the required inspections. The building official is authorized to accept reports of inspection by approved agencies or individuals, such as from a Texas licensed professional engineer.

E. Preliminary Plan Review Meetings. Sign staff welcomes preliminary meetings for those customers who want to take an hour from staff's time to discuss a future sign project. The intent is to assist with answering as many questions as possible prior to the actual submittal of the sign application and plan review. Management has designated preliminary meetings to take place on Tuesday and Thursdays within the morning hours of 9 a.m. and 11 a.m. with an associated cost of \$100.00 per hour. Two-week advance notification is required to ensure staff availability.

F. Walk-Ins. In an effort to create efficiencies regarding submitted sign applications, sign reviews, and sign inspections, the Department is limiting walk-ins to customers requiring no more than 5-10 minutes of staff time with which to ask questions. For those customers who want site plans and elevations reviewed prior to submittal, or who have questions and are requesting assistance with possible options, we recommend our preliminary plan review meeting process.

PART II

A. Appeals & Variance Procedures. Code Modification Review (CMR) and Board of Adjustment (BOA) - DSD has developed a formal Code Modification Request process to allow the owner and/or owner's agent to apply for an alternative material, design, and/or method of construction to any provision of the City's Sign Code. The CMR is required to show that the intent and minimum acceptable level of public health, welfare and safety are observed per the Sign Code. Through this process, the City is attempting to resolve issues before appeals to the Building-related and Fire Codes Appeals and Advisory Board become necessary. For more information regarding the CMR process please feel free to refer to [IB 114](#). For BOA assistance and information regarding signs, please contact one of our sign staff for assistance at 210-207-8289.

B. Escrow Account Information. DSD offers customers the convenience of having an escrow account to pay for sign plan review and permits, after hour inspections fees, reinspection fees, and licensing/registration fees. Setting up an escrow account is fast and easy. The application for an escrow account can be found at <http://docsonline.sanantonio.gov/FileUploads/dsd/escrowaccountapplication.pdf>.

Submit the application to one of the customer service specialists at the counter or mail the escrow application to Development Services Department, P.O. Box 839966, San Antonio, Texas 78282-3966. There is no minimum amount that needs to be maintained in your escrow account and customers can review their escrow statements on-line. In addition, our Call Center staff is happy to provide information regarding the balance of your escrow account. Just call them at 210-207-1111.

C. Contractor Notification Program. DSD offers customers the convenience of receiving sign review and sign inspection updates directly on their cell phone, blackberry, iphone, and or tablet. With this additional convenience, applicants are able to see the latest results of a denial comment from Sign Staff or a recent sign inspection. This is especially needed to begin working on the

corrected items immediately. For further information regarding this program, please contact the Call Center at 210-207-1111.

D. New Definitions:

POLE COVER: A pole cover shall be defined as an enclosure for concealing and/or decorating poles or other structural supports of a ground sign. Pole covers are not considered in calculating the area of a sign unless they are used to display a message. Pole covers may include a service door where switch boxes or other electrical components are attached to the poles or structural supports.

BANNER: Banners constructed of any type of material attached to supports that are not easily moved, will be considered free standing signs. These signs shall be properly permitted and installed to meet all spacing and height requirements. (These shall not include across the street banner signs or avenue signs). Further, permits must be obtained by a licensed sign contractor.

Summary:

This Information Bulletin is for informational purposes only.

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CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
ON-PREMISE SIGN PERMIT

SIGN APPLICATION "A"

Date: _____ Circle One: NEW EXISTING SITE REVIEW

Sign Address: _____ Bldg.: _____ Suite: _____

Business Name of above address: _____

Street Classification: ___ Local ___ Arterial B Collector
 ___ Arterial A ___ Expressway

Type of sign: ___ Wall Mount ___ Neon ___ Electronic message center
 ___ Free Standing ___ Channel Letters ___ Monument
Other(explain) _____

Free standing sign total sq.ft.(including existing and proposed) _____

Free standing sign(s) Overall Height for each sign: _____

No. of sign faces for each sign: _____

Sign face sizes:

A) _____ x _____ = _____ B) _____ x _____ = _____
C) _____ x _____ = _____ D) _____ x _____ = _____
E) _____ x _____ = _____ F) _____ x _____ = _____

Other: _____

Building façade total sq.ft.(façade where sign to be located) _____

Value of scope of work in this permit \$ _____ Replacement cost of sign (if applicable) \$ _____

Sign Inspection Fee:	\$50.00	QTY	TOTAL
Plan review fee	\$50.00		
1. 1st 32 sq. ft. or less	\$10.80	_____	_____
2. Over 32 sq. ft.	\$.22/each sq. ft over	_____	_____
3. Gas Tube/electric/led	\$10.80	_____	_____
4. Incandescent signs	\$5.40 + .22/socket	_____	_____
5. Sign height for new sign	\$2.00/ft (freestanding)	_____	_____
6. Digital Display/EMC Fee	\$15.00	_____	_____

Approved By: _____ Total: \$ _____ + \$ _____ +3% Technological Fee
+3% Development Services Fee
= _____

Escrow Payment: YES NO (circle one)



**PAGE 2 OF
SIGN APPLICATION “A”**

Applications shall contain all necessary information in order to show compliance with Chapter 28, Signs and Billboards of the City Code, the current edition of the *International Building Code*, and the Unified Development Code. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of any code or ordinance of the City of San Antonio. Permits presuming to give authority to violate or cancel any code or ordinance of the City of San Antonio shall not be valid. The issuance of a permit is based on the construction documents and data provided by the permit applicant. The issuance of a permit in error shall not prevent the Building Official from requiring corrections of the construction documents, other data or the structure where in violation of any code or ordinance of the City of San Antonio.

FAILURE to obtain the proper permit prior to starting any work will result in a DOUBLE FEE of the permit and a VIOLATION NOTICE issued to the licensed sign contractor.

The contractor is obligated to schedule all required inspections and is responsible for closing out each permit obtained. If the sign contractor is no longer doing the job, a letter written by the licensed contractor must be submitted to the Building Official with the request to cancel the permit.

It is also the responsibility of the licensed sign contractor to request in writing permit extensions. Sign permits expire after 180 days of no construction activity. Multiple open permits and expired permits will result in a license being put on HOLD by the Building Official.

Contact person for this project :(print) _____

Email: _____

Master of Record Signature: _____

Property owner or lessee’s signature: _____

Local License or State License (circle one)

License Number: _____

State Contractor License Number: _____ AC Number: _____

Telephone () _____ Fax: () _____ Customer No.: _____

Company Name: _____

Brief description of proposed work:

Sign Inspector Notes:



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

Across the Street Banner / Avenue / Inflatable SIGN PERMIT APPLICATION "B"

Company Name: _____

License Holder: _____ License #: _____

Address of Banner/ Avenue / Inflatable: _____

Name of Business at Address: _____

Lot: _____ Block: _____ NCB: _____ Zone: _____

Type of Banner (Circle one): Street Light Pole Across Street Banner Flag Lines

Other: _____

Banner Copy – Show drawing/lettering or attach information

Date of installation: _____ Date of removal: _____

Type of inflatable: _____

Height of inflatable: _____ Ground or roof mounts: _____

Total overall height above grade: _____ No. of displays this year: 1 2 3 4

Date of installation: _____ Date of removal: _____

PERMIT FEES

	FEE	QTY	TOTAL
<i>Sign inspection fees</i>			
1. Banners	\$50.00	_____	_____
Cloth, other		_____	_____
Street Light pole	\$5.40	_____	_____
Across street		_____	_____
Flag lines	\$5.40	_____	_____
	\$1.60	_____	_____
2. Inflatables	\$50.00	_____	_____

Total Permit Fee \$ _____

Authorized Signature _____

Date _____



**PAGE 2 OF
SIGN PERMIT APPLICATION "B"**

CPS approval on street light or across street banner

CPS Representative/phone number

Date

Historic Design & Review Commission recommendation on street light pole banners, attach letters of recommendation.

Authorized signature/phone number/email

Date

For Department Use Only

Approvals by departments other than Development Services Dept.: _____

Approved to issue permit: _____
Authorized representative Date

Comments/Review Notes _____

Approved to issue permit: _____ Date: _____



**CITY OF SAN ANTONIO
Development Services Department**

SIGN MASTER PLAN APPLICATION "C"

Name of Sign Master Plan: _____

Address: _____

City of San Antonio: _____ Extraterritorial Jurisdiction (ETJ) : _____

Name of applicant / representative: _____ Status: Owner () Agent ()

Mailing address: _____

Telephone: _____ Cellphone: _____

Email: _____

Applicant's signature: _____ Date: _____

Name of Property Owner: _____

Mailing address: _____

Telephone: (Home) _____ (Work): _____

Email: _____

Owner's signature: _____ Date: _____

**AFFIDAVIT
Signature of Property Owner**

I/We _____ the owner/s of the subject property.

Authorize _____ to submit this application for a SMP according to Chapter 28 Sign Code of the City of San Antonio.

Property Owner's Signature

Date



**CITY OF SAN ANTONIO
Development Services Department**

**APPLICATION "D"
TEMPORARY WEEKEND SIGN PERMIT**

Name of business/subdivision _____

Address _____ Zip code _____

Applicant _____ Phone no. _____

Company name _____ Email _____

Address _____ Phone no. _____

City and State _____ Zip code _____

Primary type of business to be advertised: _____ residential _____ retail _____ restaurant _____ political
_____ apartments _____ other _____ total number of signs _____

List below the roadways intended to be utilized for weekend posting of temporary signs in the public right of way. An area map drawn to scale is required identifying the below listed streets, the approximate location of the weekend signs, and the location of the business/residential development being advertised. Signs may not be posted along roadways that are part of the State highway system, and urban or scenic corridors. Signs may not be posted more than 3 miles from the address submitted as place of advertised business/subdivision.

An annual permit fee of \$50.00 per business/subdivision location to be advertised, along with a \$5.00 per decal fee shall be applied. The decals shall be affixed to the front of each temporary sign to be posted.

Submit application 10 days prior to installation for the review process. Please add 6% surcharge to total.

Applicant

Signature

Date



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT BILLBOARD RELOCATION PERMIT APPLICATION "E"

Address of proposed billboard: _____

Street or Highway to which sign face is oriented: _____

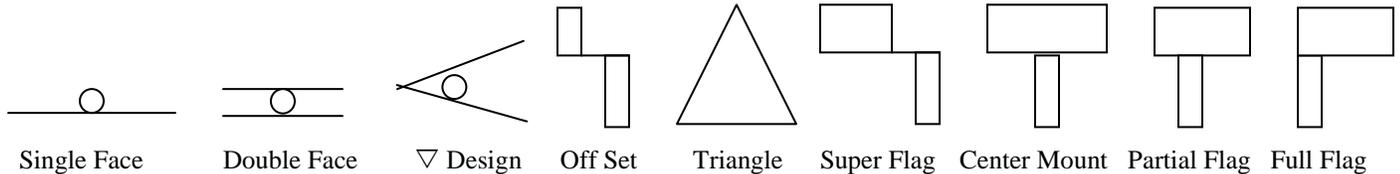
Lot: _____ Block: _____ NCB: _____ Zone: _____ FAA: _____

Proposed size: _____ X _____ Total Square ft.: _____ Height: _____

Are embellishments proposed? _____ What %: _____ Number of sign faces: _____

Electric (circle one): Yes No Indirect: _____ Backlit: _____

Type of billboard drawings:



- Fees:
1. Sign Inspection Fee: \$50.00
 2. Billboards not exceeding 75 sq. ft.: \$16.20
 3. Billboards exceeding 75 sq. ft.: \$16.20 plus 0.22 per sq. ft. over 75 sq. ft.

Permit Fees: \$ _____

Distance to nearest billboard: _____

Billboard owner: _____ Address: _____

Property owner: _____ Address: _____

What evidence do you submit which proves property owner concurrence to construct a billboard on this property? Notarized affidavit ___ Lease ___ Deed ___

Does this property (lot) abut a residential zone? _____

Is this property within a San Antonio Development Agency area? _____

Is this property within the ETJ area? _____

Structural drawings of the billboard drawn by a Texas licensed professional engineer shall be submitted to the building official for minimum compliance with the local adopted building code.

State permit number (when application) Date: _____ Permit No. _____

Licensed billboard operator responsible for this billboard:

Name _____ Address _____



PAGE 2 OF
BILLBOARD RELOCATION PERMIT APPLICATION "E"

Authorized representative to take permit:

Name: _____ Address: _____

Date: _____

Signature Licensed Operator/Authorized Representative

Section 28-93 (D) : Demolition Permit Numbers: 1) _____ 2) _____

Section 28-97 Date of Relocation Coupon Issuance: _____

Section 28-138 #6 & # 7 Information for Historic Preservation Office review.

Is the proposed billboard within Historic District (City, State, or Federal)? _____

For billboards over 75 sq. ft., is the proposed billboard within 200' of a Historic structure (City, State, or Federal)?

Is the proposed billboard within 500' of a Historic district (City, State, or Federal)? _____

<p>OFFICE USE ONLY</p> <p>Is the proposed billboard permitted in respect to distances from the above facilities? _____</p>

Section 28-136. Information for the Traffic Division Review.

The proposed billboard location is on the following type of street:

_____ Interstate/Expressway _____

Maximum size – 672 sq. ft., 1,500 ft. apart on same side of street. Height not to exceed 42 ½ ft. above adjacent expressway grade not to exceed 60' above ground level.

_____ Primary Arterial Street _____

Maximum size – 399 sq. ft., 750 ft apart on the same side of street. Billboard less than 99 sq. ft. permitted 500 ft. apart on same side of street. Height 42 ½ ft. above adjacent street grade.

_____ Secondary Arterial Street _____

Maximum size – 399 sq. ft., 750 ft. apart on same side of street. Billboard less than 99 sq. ft. permitted 500 ft. apart on same side of street. Height 42 ½' above adjacent street grade.

_____ Collect/Local access street _____

Maximum size – 99 sq. ft. or less. Maximum height – 15 ft. above adjacent street grade. Spacing – 500 ft. apart on same side of street.

Is the proposed billboard owned and operated by a residential developer for the purpose of advertising one of his (the company's) subdivisions? _____ If so, the maximum size is 1200 sq. ft. at 500 ft. spacing between billboards along Interstate Highway/Expressway.



BILLBOARD RELOCATION PERMIT APPLICATION "E"

OFFICE USE ONLY

Is billboard allowed on the type street on which it is to be erected? _____

Section 28-138; 28-140. Information for the Parks and Recreation Department.

For billboard over 99 sq. ft. in size – is the proposed billboard within one of the following radii of park?
Large urban park: _____ **(Prohibited within 1000 ft. radius (Exception for Brackenridge Park, see Sec. 28-140))**

Publicly owned and operated sports complex _____ **(Prohibited within a 500ft. radius from the complex boundaries.)**

Community Park _____ **(Prohibited within 300 ft. radius of park boundaries.)**

Neighborhood Park _____ **(Prohibited within a 200 ft. radius from park boundaries.)**

OFFICE USE ONLY

Is the proposed billboard permitted in respect to distances from the above facilities? _____

DEVELOPMENT SERVICES DEPARTMENT USE ONLY

Comments/Conditions: _____

Approved to issue permit.

Director of Development Services Dept./Authorized Rep.

Electrical Examining & Supervising Board:

Date Received: _____

Approved _____ Denied _____

Chairman Signature

Comments: _____



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR A RELOCATION COUPON
APPLICATION "G"

TODAY'S DATE: _____

BILLBOARD OPERATOR: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

MAILING ADDRESS CITY/STATE/ZIP: _____

FOR COMPLIANCE WITH SEC. 28-97.

1) SIGN PERMIT AP# _____ DEMOLITION PERMIT AP# _____ DATE REMOVED: _____
ADDRESS _____ CITY OR ETJ _____
SIGN SIZE _____

2) SIGN PERMIT AP# _____ DEMOLITION PERMIT AP# _____ DATE REMOVED: _____
ADDRESS _____ CITY OR ETJ _____
SIGN SIZE _____

REMARKS:

OPERATOR SIGNATURE: _____

*****VALID FOR NINETY (90) DAYS FROM DATE OF COUPON ISSUANCE*****

(OFFICE USE ONLY)

INSPECTOR SIGNATURE: _____

DATE OF COUPON ISSUANCE: _____

SUPERVISOR SIGNATURE: _____