



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 165**  
**Chapter 28-Section 93 & Section 94.**  
Application for a permit & fee schedule.

DATE: September 2, 2009/*Revised April 2, 2014/August 1, 2014*

CREATED BY: Field Services Division

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) has created this **revised** bulletin to update Information Bulletin (IB) 165 to provide you with the approved document to be used for the upcoming annual billboard registration renewal process. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

**Scope:**

As you are aware, the annual fee is payable within thirty (30) days after the beginning of each fiscal year. October 1<sup>st</sup> is the beginning of the city's fiscal year. Failure to register a billboard or pay the annual fee within the prescribed time period shall be considered a violation.

DSD has gone through a series of appropriate measures to streamline the registration renewal process for each licensed billboard operator. Attached you will find a *Billboard Registration Summary Sheet*. This is a summary of the total amount of billboards we have noted under your license which you are responsible for servicing and maintaining. You will also find the revised *Billboard Registration Form*. This form will be required to be filled out and submitted for **each** permitted billboard in your inventory. You will notice that there is a space on each form for the permit number (AP#) to be noted and also a space for the property owner to sign.

If you would like to set up an escrow account with the department prior to the October 31<sup>st</sup> payment deadline, please feel free to call our main number at (210) 207-1111 for details.

We hope that this IB will assist you regarding the requirement of these sections. If you have any questions regarding this IB or the procedure for proper billboard registration, please call any sign inspector or a Development Services Manager at (210) 207-0159.

**Summary:**

This information bulletin is for informational purposes only.

**Prepared by:** Andrew Perez, Development Services Specialist Supervisor

**Reviewed by:** Michael Constantino, Development Services Manager

**Authorized by:** Michael Shannon, PE, CBO, Assistant Director



**Billboard Registration Renewal Form**

I \_\_\_\_\_, am the licensed billboard operator who will service and maintain the following billboard. I understand that each structure that is registered this fiscal year shall be properly identified with the licensed operator's name and permit number (AP#) in accordance with Section 28-99 (b) (c) (d) of Chapter 28 of the City Code. I also understand that the City Code requires me to notify the Development Services Department if I am no longer the licensed billboard operator for this sign. Notification shall be done within thirty (30) days of the change.  
 (AP#) \_\_\_\_\_

A. Billboards less than 72 square feet at \$50.00 + \$3.00\* each:

Within City limits - \_\_\_\_\_  
 Extraterritorial jurisdiction - \_\_\_\_\_  
 Total amount due \_\_\_\_\_ (X \$53.00) = \$ \_\_\_\_\_

B. Billboards from 73 to 300 square feet at \$50.00 + \$3.00\* each:

Within City limits - \_\_\_\_\_  
 Extraterritorial jurisdiction - \_\_\_\_\_  
 Total amount due \_\_\_\_\_ (X \$53.00) = \$ \_\_\_\_\_

C. Billboards from 301 to 672 square feet and over at \$75.00 + \$4.50\* each:

Within City limits - \_\_\_\_\_  
 Extraterritorial jurisdiction - \_\_\_\_\_  
 Total amount due \_\_\_\_\_ (X \$79.50) = \$ \_\_\_\_\_

D. Digital Billboards from 301 to 672 square feet at \$400 + \$24.00\* each:

Total amount due \_\_\_\_\_ (X \$424.00) = \$ \_\_\_\_\_

**TOTAL AMOUNT DUE FOR THE FISCAL YEAR**  
**\*(3% tax and a 3% technology fee included)** \$ \_\_\_\_\_

\_\_\_\_\_ SB. No. \_\_\_\_\_  
**Signature of License Holder**

SUBSCRIBED and sworn before me a notary public in and for the County of Bexar, State of Texas, this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Notary Public**



**Billboard Registration Summary Sheet**

**OPERATOR NAME SB#**

A. Billboards less than 72 square feet at \$50.00 + \$3.00\* each:

Total amount due \_\_\_\_\_ (X \$53.00) = \$ \_\_\_\_\_

B. Billboards from 73 to 300 square feet at \$50.00 + \$3.00\* each:

Total amount due \_\_\_\_\_ (X \$53.00) = \$ \_\_\_\_\_

C. Billboards from 301 to 672 square feet and over at \$75.00 + \$4.50\* each

Total amount due \_\_\_\_\_ (X \$79.50) = \$ \_\_\_\_\_

D. Digital Billboards at \$400.00 + \$24.00\* each:

Total amount due \_\_\_\_\_ (X \$424.00) = \$ \_\_\_\_\_

**TOTAL AMOUNT DUE FOR FISCAL YEAR**

**\*(3% tax and a 3% technology fee included)** \$ \_\_\_\_\_

The annual inspection fee is payable within thirty (30) days after the beginning of each fiscal year. October 1, 20\_\_ is the beginning of the City's fiscal year. Failure to register a billboard or pay the annual inspection fee within the prescribed time period shall be considered a violation.

\_\_\_\_\_  
**Development Services Manager**

\_\_\_\_\_  
**Date**