



# DEVELOPMENT SERVICES

TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN # 248**  
**Digital Media and Arts Pilot Program**

DATE: August 19, 2025

CREATED BY: Field Services Division

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## **Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (*IB*) to inform our customers of the planned process for implementation of the Digital Media and Arts Pilot Program passed on June 12, 2025, in Ordinance 2025-06-12-0465. The Pilot Program is a 2-year program beginning on September 15, 2025, and is limited to 10 digital signs city-wide. This IB outlines the requirements for permit submittals and the procedure for determining which proposed projects will be approved for the limited program.

## **Background:**

Ordinance 2025-06-12-0465 was passed on June 12, 2025, with an effective date of September 15, 2025. The ordinance outlined a 2-year Digital Media and Arts (DMA) Pilot Program that will be limited to 8 districts city-wide. 10 total digital signs are allowed within the city; 2 signs are reserved for use on City of San Antonio owned buildings, and 8 signs remain for private use. Each district is allowed a maximum of 3 signs. The 8 districts are below and are outlined on the DSD One Stop Map (<https://gis.sanantonio.gov/DSD/OneStop/Index.html>):

- Alamodome East District
- Brooks City Base District
- Downtown East District
- Downtown South District
- Downtown West District
- Port San Antonio District
- Toyota Field District
- UTSA Downtown District

The purpose of this program is to promote the arts through the development of an art component for the digital displays and a revenue sharing agreement to fund the City of San Antonio Arts and Culture Department programs. The DMA participant shall provide 10% revenue share, a \$100,000 public art contribution, and a 20% display time plus 5% remnant time if available.

### **Participant Determination:**

Participation in this program is limited to 8 private locations. In order to ensure equal footing among all applicants, the following procedure will be in place for the duration of the program:

1. Applications must be submitted through the BuildSA portal. No hard copies of applications will be accepted. Detailed instructions for application submittal on the portal are in the “BuildSA Application” section of this document.
2. Applications for this program received before 12:00 AM on September 15, 2025 will be withdrawn. All submissions must be made after the ordinance takes effect.
3. All application reviews will be done by a single reviewer if possible and will be done in the order received regardless of whether the submittal is a first-time review or resubmittal. The order will be determined by the submission time stamp in the BuildSA system.
4. Permits will be issued to the first applicants to complete the technical review process and pay the permit fee (this does not include the \$100,000 art contribution). Approval is subject to the limitations on the number of signs within a district and within the city.
5. If a district receives permits for 3 signs, the remaining applicants for that district will be contacted. The remaining applicants have the option to withdraw the permit application or to continue the application process at their own risk.
6. Applicants that complete the technical reviews but are either within districts that have 3 approved signs or are completed after the 8 total private signs are permitted will be put on a waitlist. The waitlist order is determined by which applications completed technical reviews first.
7. After permit issuance, the \$100,000 art contribution must be paid within 10 business days of the invoice. If payment is not received within 10 business days, the permit will be revoked and the next applicable application on the waitlist will be issued a permit.

### **Submittal Requirements:**

Technical reviews can only be completed if the documents below have been submitted for the review. In order to expedite the review, it is recommended that all documents be obtained prior to submission to the BuildSA portal.

- Affidavit – Verify building/property owner approval.
- Site plan with buildings and sign locations
- Sealed drawings of sign design compliant with the 2024 IBC
- Building elevation dimensions with max 25% of building façade allowance calculations
- Certification from structural engineer to ensure building can structurally support the sign
- TxDOT permit \*
- OHP approval \*
- HDRC approval \*
- Revenue share contract (contract attached to this document)
- Property owner agreement with Arts and Culture Department (contract attached to this document)

\* If applicable

### **Off-Premise Sign Operator License:**

All contractors participating in this program are required to be licensed and insured in accordance with Chapter 28 Article III of the City Code. Please note that licenses issued by the city lapse at the end of the fiscal year (September 30) and must be renewed within 30 days of the end of the fiscal year. The license must be current in order to proceed with the sign application. The Off-Premise Operator License information on required documentation and forms are attached to this document.

Note that new licenses require an affidavit attesting to the months/years of experience described in Section 28-22 (c) of the City Code. The applicant for license must also pass the Texas (San Antonio) Billboard Operator exam (97SY). This exam can be found and taken through the International Code Council at <https://www.iccsafe.org/certification-exam-catalog/>. It is recommended that the applicant obtain this license prior to the September 15, 2025 effective date of this ordinance.

### **Summary:**

This information bulletin and its attachments are for informational purposes only. The procedure described herein is subject to change if needed in order to effectively implement the Digital Media and Arts Pilot Program. Any future programs, no matter how similar, will require revisions to this information bulletin.

If there are any questions, you may contact Arturo Elizondo ([Arturo.elizondo@sanantonio.gov](mailto:Arturo.elizondo@sanantonio.gov)) or Rachel Parrish ([Rachel.parrish@sanantonio.gov](mailto:Rachel.parrish@sanantonio.gov)).

**Prepared by:** Rachel Parrish, PE, Development Services Engineer

**Reviewed by:** Amin Tohmaz, PE, CBO, Director

**Authorized by:** Amin Tohmaz, PE, CBO, Director

## **COSA Digital Media and Arts Pilot Program**

### **Permit Addendum and Agreement for Revenue Sharing, Display Content and Display Location**

**Application No.** \_\_\_\_\_

This Addendum and Agreement is entered into on [Date] between the City of San Antonio, hereinafter referred to as “COSA” and [Sign Company Permittee], located at [Address], hereinafter referred to as the “Permittee,” in association with the Permittee receiving a permit under the COSA Digital Media and Arts Pilot Program, hereinafter referred to as “DMA”.

#### **1. Purpose**

The purpose of this Addendum and Agreement is to outline the terms and conditions under which revenue generated from the participation in the DMA will be shared between the Permittee and COSA, acknowledge the allowed content of each sign display and acknowledge the location of each sign display.

#### **2. Permittee Responsibility**

The Permittee shall be responsible for all costs associated with location acquisition, construction, and other expenses related to the installation and operation of the DMA display. COSA shall not bear any costs associated with the display.

Permittee shall also be responsible for all obligations associated with participation in the DMA program outlined in City of San Antonio Ordinance 2025-06-12-0465.

#### **3. Revenue Sharing**

The revenue from advertising sales shall be distributed between the Permittee and COSA according to the percentages established by the San Antonio City Council in Ordinance 2025-06-12-0465.

The Permittee shall receive 90% of the revenue from advertising sales.

COSA shall receive 10% of the revenue from advertising sales.

#### **4. Reporting and Accountability**

The payments to COSA shall be a quarterly revenue share payment which shall be made on or before January 15, April 15, July 15, and October 15.

The Permittee shall submit to COSA simultaneously with the quarterly payment a statement of the Permittee's revenue for the immediately preceding fiscal quarter. Additionally, on or before January 15 of each calendar year, the Permittee shall submit to COSA an annual statement of revenue for the immediately preceding calendar year. If said annual statement shows that the amount paid to COSA was less than the amount owed, then the Permittee shall pay the shortfall within thirty (30) days after submission of the annual statement.

Only gross revenue that is collected by the Permittee shall be included in any calculation of the revenue share payment due to COSA. Failure to make a quarterly revenue share payment required by this Addendum and Agreement is a specific breach which may be enforced by a revocation of the permit which will result in a loss of the right to use the sign display, and such revocation of the permit may become permanent and result in a suit for collection of the unpaid amounts.

Permittee agrees to keep its accounting records in accordance with generally accepted accounting principles and in the same manner as for every other sign which it operates and agrees to maintain such records for at least three (3) years after any gross revenue is earned.

COSA shall have the right, upon reasonable notice to Permittee at any time to review, inspect or audit the records relating to the operations of the sign display pursuant to this Addendum and Agreement. In the event that any audit reflects that quarterly revenue share payment during any quarter was less than the payment due and owing for such quarter then Permittee shall immediately pay the difference to COSA with interest thereon at the current rate.

If, as a result of any audit, it is established that the Permittee has understated the gross revenues received by it from all operations covered by this Addendum and Agreement by three percent (3%) or more during the period covered by the audit, the entire expense of said audit shall be borne by the Permittee.

COSA's right to receive the payments set forth in this Addendum and Agreement are agreed to be sufficient to create a lien which can be enforced against the sign display in the event that payments are not made as set forth herein.

## **5. Alternative Revenue Reporting**

Where Permittee has agreed that any rent or other payments for the use of the land or structure where the sign display is located shall be made through the allocations of advertising time on the sign display, the fair market value for such time shall also be allocated to revenue received for the type of sign display located on such land or structure.

Permittee shall submit its determination of fair market value to COSA with any quarterly payment in any quarter when such allocations of advertising time on the sign display is received in lieu of a payment.

If COSA objects to the fair market value presented by the Permittee within 5 business days of receipt, COSA may submit a Notice of Objection in conjunction with its own determination of fair market value to the Permittee.

If COSA and the permittee are unable to agree upon the fair market value, the valuation shall be made by a neutral third party acceptable to both parties.

In the event that the parties cannot agree upon a neutral party within ten (10) days, each party shall engage a certified public accountant ("CPA") who shall be instructed to choose either the Permittee's initial determination of the fair market value or COSA's determination as set forth in its Notice of Objection and to deliver its written determination no later than 15 days after the dispute was referred.

If the CPAs engaged by the parties do not agree, both determinations shall be submitted to a second CPA (the "Independent CPA") chosen by agreement of both parties for a final, binding, and conclusive determination. If the parties cannot agree on an Independent CPA, the Independent CPA shall be chosen by a coin flip between the two proposed by the parties. The fee for the engagement of Independent CPA shall be borne 100% by the party whose determination was not selected by the CPA. Such determination shall be binding on the parties absent manifest error.

## **6. Display Content**

Permittee acknowledges and agrees that in association with the Permittee receiving the benefits of a permit under the COSA Digital Media and Arts Pilot Program, hereinafter referred to as "DMA", Permittee will not include certain content in its sign display delineated by the San Antonio City Council in Ordinance 2025-06-12-0465. Said content includes explicit images, and facilities and products related to tobacco and e-cigarettes. Permittee is also encouraged to limit display of alcohol products, and any other content that does not conform to current advertising standards whether at the Federal, State or local level. Permittees participation with the DMA does not otherwise restrict its ability to advertise in its normal course of business on any other signage display it may have within the City of San Antonio.

Permittee acknowledges that their voluntary participation in the DMA is a material component of the success of the DMA to foster the art and culture of the City of San Antonio, acknowledges the receipt of this Permit Addendum, and agrees to follow the established content guidelines described herein.

Permittee hereby agrees to indemnify, defend and hold harmless the City of San Antonio, and all of its elected officials, officers, employees, attorney and agents from and against

any and all claims, suits, actions, judgments, damages, liabilities, expenses and costs, including reasonable attorney fees and court costs ("Losses"), that the City of San Antonio may incur or become subject to arising out of or due to:

1. the Permittee's breach of any term or provision of the DMA specifically including, and without limitation, any failure of the Permittee to comply with its obligation not to display certain content described herein;
2. any intellectual property rights that the Permittee may infringe upon while performing any obligations under the DMA; and
3. any claims brought by advertisers or other users of the sign display however such claim may be described and however such claims may be brought.

## **7. Display Location**

Permittee acknowledges and agrees that the Permittee has finalized a fully executed location lease agreement for the installation of its sign display with a property owner located within one of the allowable districts delineated in San Antonio City Council in Ordinance 2025-06-12-0465.

Permittee acknowledges and agrees that the City of San Antonio is not a party to the agreement with the property owner and bears no responsibility for the covenants and obligations contained therein.

Permittee hereby agrees to indemnify, defend and hold harmless the City of San Antonio, and all of its elected officials, officers, employees, attorney and agents from and against any and all claims, suits, actions, judgments, damages, liabilities, expenses and costs, including reasonable attorney fees and court costs ("Losses"), that the City of San Antonio may incur or become subject to arising out of or due to:

1. Permittee's failure to secure permission from the property owner where the sign display is located or their successors or assigns; and
2. any damages to persons or property in any form whatsoever that may arise from the Permittee performing or failing to perform any type of work relating to or concerning the sign display, including without limitation, designing, installing, constructing, repairing, replacing, dismantling or removing the sign display or any of its components, without regard to whether such claims are brought by third parties, including without limitation, persons associated with or employed by the Permittee and/or its affiliates.

## 8. Term

This Addendum and Agreement shall remain in effect until termination or revocation of the associated DMA permit.

## 9. Governing Law

This Addendum and Agreement shall be governed by and construed in accordance with the laws of Texas with venue in Bexar County, Texas.

IN WITNESS WHEREOF, the Permittee hereto has executed this Permit Addendum and Agreement as of the date first above written.

[Permittee]

By: [Authorized Signatory]

## ACKNOWLEDGEMENT

THE STATE OF TEXAS §

§

§

COUNTY OF BEXAR §

§

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_, on behalf of such \_\_\_\_\_.

NOTARY PUBLIC, State of Texas

Print Name: \_\_\_\_\_

My Commission Expires:

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## **Digital Media and Arts Pilot Program**

### **Public Art Information Sheet**

#### Building Owner Point of Contact

Individual/Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dependent on permit approval, Applicant will commit \$100,000 to the Department of Arts & Culture for the creation and maintenance of a new public artwork. Upon finalization of art location, City and Building Owner will enter into a separate agreement regarding artwork. The artwork will be owned solely by the City of San Antonio. To be within permit compliance, Building Owner grants permission to City to install artwork on their property. By agreeing to permit application, Building Owner commits to the following:

- Building owner or representative designated by building owner attends meeting onsite with Department of Arts & Culture team to scope artwork locations identified by applicant and property owner. Locations must be visible to the public and free from visitation restriction. Any building plans, restrictions, or construction documents are to be made available to the City for purposes of artwork design.
- Building owner or representative designated by building owner attends meetings through design and installation process to participate in review of two rounds of artwork design and provide feedback. Installation Plan will also be provided to property owner for review with an opportunity for feedback.
- Allow City access to site, with notice, during design and installation. Please provide point of contact for access and visitation.
- Building owner or representative designated by building owner coordinates with the City on any marketing of the public artwork and refrain from posting without coordinating with the Department of Arts & Culture's Public Art Program Manager (Kimberly Mirelez, [Kimberly.Mirelez@sanantonio.gov](mailto:Kimberly.Mirelez@sanantonio.gov), 210.207.5951).
- Alert City to acts of vandalism or maintenance needs for the life of the project.
- Allow City access to site, with notice, for maintenance and conservation checks and required work. City will communicate and coordinate with owner.
- Removal of artwork without permission is a violation of the permit. Contact City's Public Art Program Manager should issues arise. (Kimberly Mirelez, [Kimberly.Mirelez@sanantonio.gov](mailto:Kimberly.Mirelez@sanantonio.gov), 210.207.5951).



## ARTS & CULTURE

### Other considerations

- Approvals: The project will be managed by the Department of Arts & Culture and adhere to the public art process which includes review and approval by the San Antonio Arts Commission and the Public Art Committee.
- Schedule: Average timeline for an artwork is 12-18 months, with a mural averaging 12 months.
- Budget: The donated amount will cover staff administration costs, design and installation costs, and reserve an amount for future maintenance.
- Copyright and Credit: Applicant and Building Owner will credit City and artist when showing images of artwork.
  - Building Owner is granted non-exclusive license to use the image, with credit and without alteration, for non-commercial purposes.
- Signage will be created and installed by the Department.

I certify that I have read and understand the above requirements.

Building Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Owner Name: \_\_\_\_\_

Permit Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Applicant Signatory Name: \_\_\_\_\_

Permit Applicant Company Name: \_\_\_\_\_



**DEVELOPMENT SERVICES DEPARTMENT**  
**SIGN DIVISION**  
**CITY OF SAN ANTONIO**



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**DOCUMENTATION**

**All documentation or letters shall be originals; no copies or facsimiles will be accepted.** All documentation shall be attached to and submitted with the application for review to the electrical / sign supervisor.

**Off – Premises (Billboard) Operator / On – Premises (Commercial) Sign Operator**

1. Application for off – premises (Billboard) operator and on – premises (Commercial) sign operator shall attach an affidavit on company stationery attesting to months / years of experience signed by the appropriate license holder of record. (Refer to Chapter 28, Signs and Billboard, Article II section 28 – 51 thru 28 – 70 and section 28 – 71 thru 28 – 90).
2. Experience not obtained as listed in one above shall be documented on company stationery, notarized signature of the Off – Premises (Billboard) Operator or On – Premises (Commercial) Sign Operator of record attesting to the time worked, listed in both total hours and years / months. They shall also submit written documentation on official stationery from licensing entity attesting to the license holder of record's license, the license was held during the period attested to, and conditions required to obtain such license (i.e., years of experience necessary, examination, etc.) The Policy 86 – 1R addressing non – traditional experience of On – Premises (Commercial) Sign Operator may be obtained from the license clerk.

**APPLICANT CHECK - LIST**

- \_\_\_\_\_ Original letter on company stationery validating the experience of the applicant signed by the Off – Premises (Billboard) Operator License Holder of Record.
- \_\_\_\_\_ Original letter on company stationery validating the experience of the applicant signed by the On – Premises (Commercial) Sign Operator, Sign Operator of Record.



**DEVELOPMENT SERVICES DEPARTMENT**  
**SIGN DIVISION**  
**CITY OF SAN ANTONIO**



**APPLYING FOR:** OFF – PREMISE (BILLBOARD) OPERATOR LICENSE ☐

ON – PREMISES (COMMERCIAL) SIGN OPERATOR LICENSE ☐

PRINT NAME:		SSN: XXX-XX- (Last 4 #'s only)
DATE OF BIRTH:	EXPERIENCE YEARS:	MONTHS:

**Print or Type All Information**

1. It is the **responsibility of the applicant** to review the proper sections of the city ordinance pertinent to the license he/she is seeking and meet the necessary criteria prior to filling out the application. Any questions concerning the completion of an application should be asked prior to filling the application. Copies of Chapter 28 “Signs and Billboards” of the City Code can be obtained through the City Clerk’s office located on the 2<sup>nd</sup> floor of City Hall or on the departments website at <http://www.sanantonio.gov/dsd/codes.asp>. Copies of Policy 86-1R addressing non-traditional experience of on – premises sign operator may be obtained from the department’s website at [www](http://www.sanantonio.gov/dsd/codes.asp).

2. Have you ever been issued a billboard operator license? Yes ☐ No ☐

If yes, date:	Location:
---------------	-----------

3. Have you ever been issued an on – premises sign operator license? Yes ☐ No ☐

If yes, date:	Location:
---------------	-----------

SIGNATURE:	DATE:
ADDRESS:	HOME PH#:
CITY/ST/ZIP:	CELL PH#:
BUS. ADDRESS:	BUS. PH#:
CITY/ST/ZIP:	EMAIL:



**DEVELOPMENT SERVICES DEPARTMENT**  
**SIGN DIVISION**  
**CITY OF SAN ANTONIO**



**ELECTRICAL / SIGN SUPERVISOR CHECK - LIST**

- ☐ Applicant meets all requirements of Chapter 28 and is recommended for approval
- ☐ Applicant does not meet all requirements of Chapter 28 of the City Code due to the below listed deficiencies.

**REASON FOR DENIAL:**

- ☐ Original letter on company stationery validating the experience of the applicant signed by the Off – Premises (Billboard) Operator License Holder of Record not submitted
- ☐ Original letter on company stationery validating the experience of the applicant signed by the On – Premises (Commercial) Sign Operator, Sign Operator of Record not submitted.
- ☐ Minimum number of hours required not submitted.
- ☐ Documentation is not original and / or is a facsimile.
- ☐ Documentation of non-traditional experience is not sufficient

**Additional comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

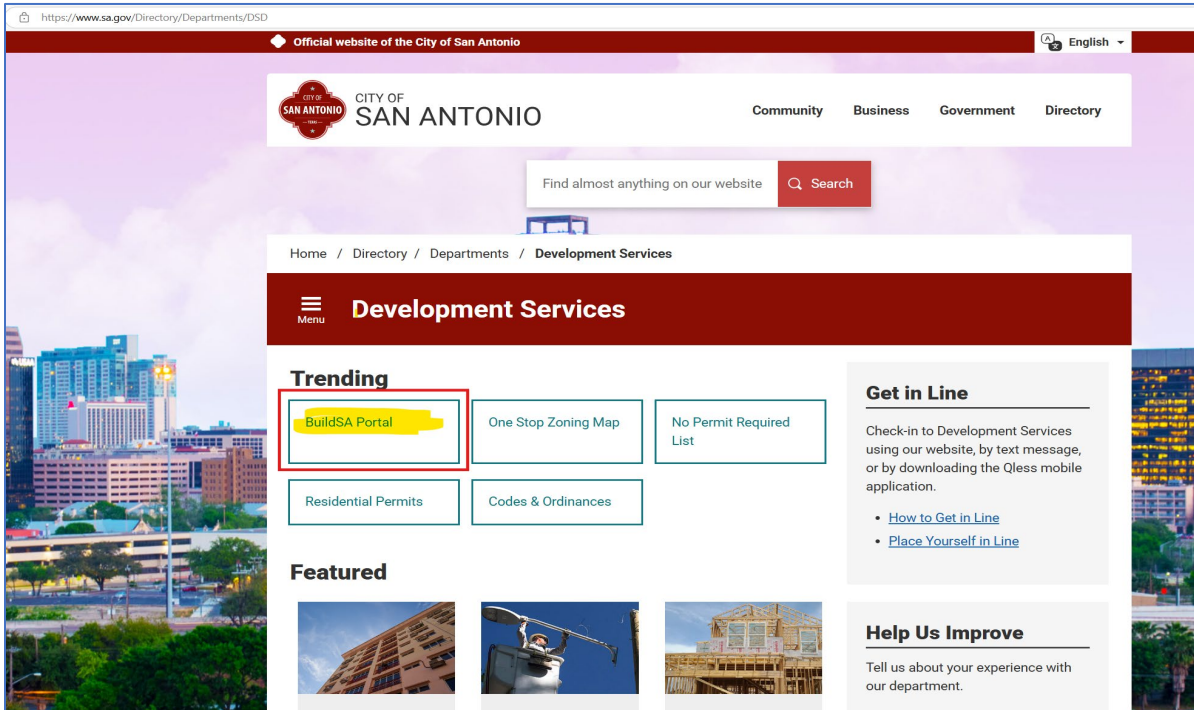
- ☐ Approved
- ☐ Denied

\_\_\_\_\_  
**Electrical / Sign Supervisor Signature**

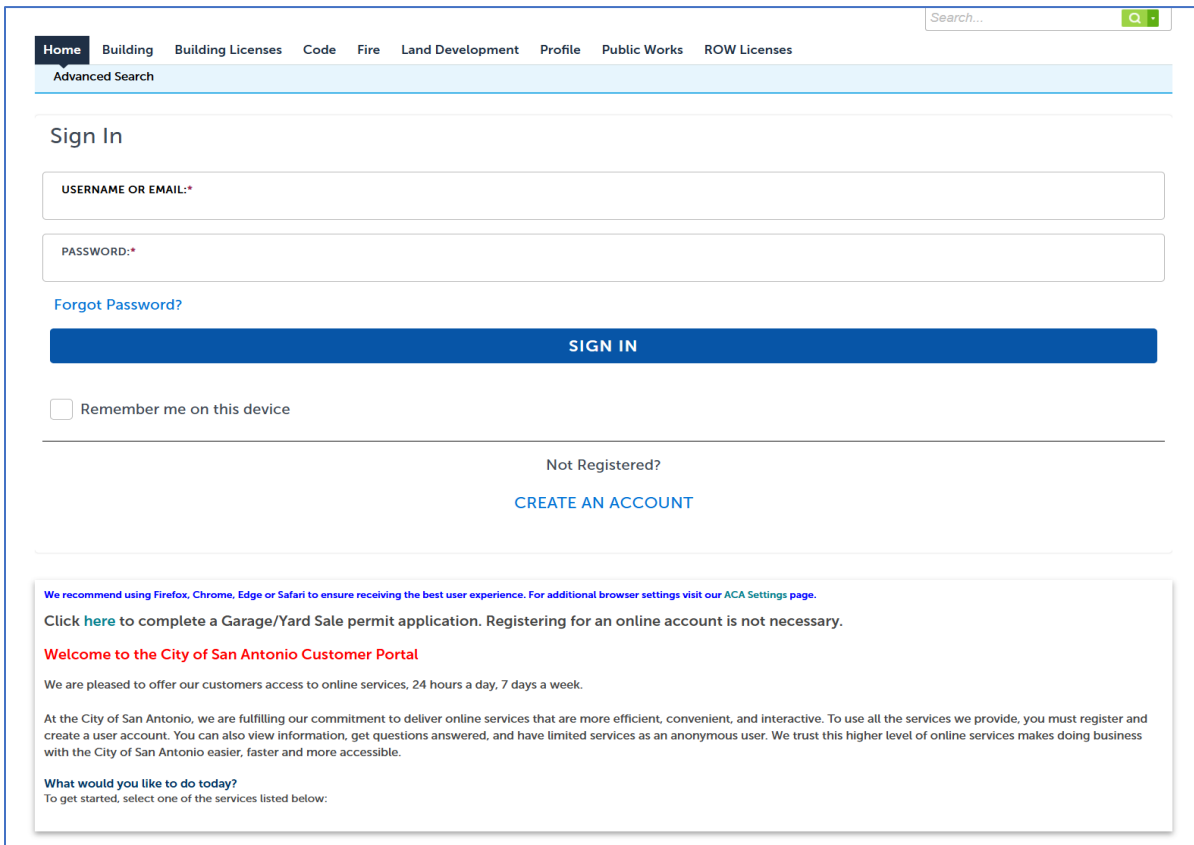
\_\_\_\_\_  
**Date**

Log in to DSD website:

Click on BuildSA Portal



Sign In:



Search...

Q

[Home](#) **Building** [Building Licenses](#) [Code](#) [Fire](#) [Land Development](#) [Profile](#) [Public Works](#) [ROW Licenses](#)

[Search Applications](#) [Create an Application](#)

### Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

\* Licenses:

City Billboard Operator SBO-25-00276

Arturo Elizondo  
1901  
S. Alamo  
SAN ANTONIO, TX 78204

Primary Phone:2102070158  
Mobile Phone:  
Fax:  
City Billboard Operator  
SBO-25-00276

[Continue Application »](#)

Accept Disclaimer and click “Continue Application.”

Search...

Q

[Home](#) **Building** [Building Licenses](#) [Code](#) [Fire](#) [Land Development](#) [Profile](#) [Public Works](#) [ROW Licenses](#)

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### Online Application

Welcome to the City of San Antonio Development Services Department's Online Permitting System. Use this system from the convenience of your home or office, 24 hours a day to:

- Submit and update information
- Pay fees
- Schedule inspections
- Track the status of your applications
- Print your final record

**To get started you MUST:**

- "Allow Pop-ups from This Site" - More information can be found at [Customer Portal](#)
- Accept the General Disclaimer below

**General Disclaimer**

All City of San Antonio web sites, including but not limited to the Development Services Department Customer Portal, [www.sanantonio.gov](#), [www.ci.sat.tx.us](#), [www.sanantonio.gov/GIS](#), [www.alamodome.com](#), [www.sanantonioocvb.com](#), [www.visitsanantonio.com](#), [mysapl.org](#) and [sapl.sat.lib.tx.us](#) are provided as a public service. PLEASE NOTE that users of these web sites are responsible for checking the accuracy, completeness,

☐ I have read and accepted the above terms.

[Continue Application »](#)


Terms have to be accepted:

Search...

Q

[Home](#) **Building** [Building Licenses](#) [Code](#) [Fire](#) [Land Development](#) [Profile](#) [Public Works](#) [ROW Licenses](#)


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 **An error has occurred.**  
You have not accepted the Terms of Service below. Please mark the check box if you agree with the terms.

Start page:

[Announcements](#) [Logged in as: ae13277](#) [Collections \(0\)](#) [Reports \(5\)](#) [Account Management](#) [Logout](#)

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)




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[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

**Hello, ae13277**

**My Collection (0)** [View Collections](#)


You do not have any collections right now.

**Work in progress**  [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

Click on “Building” & select “Create an application.”

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)



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[Search Applications](#) [Create an Application](#)

**Records**



## Select your License & continue

[Announcements](#) [Logged in as:ae13277](#) [Collections \(0\)](#) [Reports \(5\)](#) [Account Management](#) [Logout](#)

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[Home](#) [Building](#) [Building Licenses](#) [Code](#) [Fire](#) [Land Development](#) [Profile](#) [Public Works](#) [ROW Licenses](#)

[Search Applications](#) [Create an Application](#)

### Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

\* Licenses:

**City Billboard Operator SBO-25-00276#**

Arturo Elizondo  
1901  
S. Alamo  
SAN ANTONIO, TX 78204

Primary Phone:2102070158  
Mobile Phone:  
Fax:  
City Billboard Operator  
SBO-25-00276

[Continue Application »](#)

## Select Record Type:

[Home](#) [Building](#) [Building Licenses](#) [Code](#) [Fire](#) [Land Development](#) [Profile](#) [Public Works](#) [ROW Licenses](#)

[Search Applications](#) [Create an Application](#)

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

☐ Annual Maintenance Permit Application

☐ MEP Trade Permits Application

☐ Tree Affidavit/Permit Application

☐ Building Move Application

☐ Minor Building Repair Application

☐ Building-Related-Fire Codes Appeals-Advisory Board

☐ Preliminary Plan Review - Building

☐ Certificate of Occupancy Application

☐ Residential - Garage Sale Application

☐ Commercial Project Application

☐ Residential Building Permit Application

☐ Demolition Pedestrian Protection Application

☐ Residential Fence Application

☐ Fire Damage Assessment Request

☐ Residential Improvements Permit Application

☐ LSR MEP Permit Application

☐ Sidewalk-Curb Application

☐ Manufactured Home Application

☐ Sign Permit Application

[Continue Application »](#)

## Permit Information

Home

Building

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Code

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Public Works

ROW Licenses

Search...

Search Applications

Create an Application

Sign Permit Application

1 Property Information

2 Contact Information

3 Application Information

4 Document Information

5 Review

6

7

Step 1: Property Information &gt; Permit Information

\* indicates a required field.

Custom Fields

PERMIT INFORMATION

\* Sign Permit Type: Off Premise Billboard Sign

\* Description of Work: DMA Wall billboard

\* Type of Business Advertised: Commercial

Expedited Request: Yes No

Save and resume later

Continue Application &gt;

## Property Address

Sign Permit Application

1 Property Information

2 Contact Information

3 Application Information

4 Document Information

5 Review

6

7

Step 1: Property Information > Property

Physical Address is preferred.  
If you do not have a physical address, you can search using a City Parcel Number in the section below

\* indicates a required field.

Address

To search for an address, enter only the Street No. and Street Name and click "Search."  
You may also include a Unit/Suite, Level or Building prior to clicking Search.

Address Quick Tip Guide.  
One Stop Zoning Map

Street No.: Street Name: Street Type: --Select--

Unit/Suite: Level: Building:

Search Clear

Parcel

To search by City Parcel, enter only the City Parcel Number and click "Search"

\* City Parcel Number:

Legal Description:

spell check

County Property ID:

Applicant information

Sign Permit Application

1 Property Information

2 Contact Information

3 Application Information

4 Document Information

5 Review

6

7

Step 2: Contact Information > Applicant

If paying by "Escrow", please ensure the "Escrow Owner" is listed on the application. If you are authorized to use this Escrow Account, please ensure you are listed as an "Authorized Agent".

\* indicates a required field.

Applicant

To edit the Applicant information, use your Account Management page.

Arturo Arturo Elizondo

arturo.elizondo@sanantonio.gov

Primary Phone: 210-207-0158

Secondary Phone:

Fax:

View

Contact Addresses

Required contact address type(s): Mailing

Showing 1-3 of 3

Address Type	Recipient	Address	Action
Mailing		1901, S. Alamo	
Mailing		1901	
Mailing		1901	

Copy Applicant Contact Information

APPLICANT ALSO KNOWN AS:  
(Check all that apply)

Authorized Agent:

Company Name/Business Owner:

Escrow Owner:

☒

☒

☒

Save and resume later

Continue Application »

Verify contact and License professional information.

Sign Permit Application

1

Property Information

2

Contact Information

3

Application Information

4

Document Information

5

Review

6

7

Step 2: Contact Information > Contact List

If paying by "Escrow", please ensure the "Escrow Owner" is listed on the application. If you are authorized to use this Escrow Account, please ensure you are listed as an "Authorized Agent".

\*

 indicates a required field.

Contact List

To add a new contact, click Look Up or Add New button.

To prevent a contact from receiving emails:

New Contact-Click "Do not receive Email Notifications" box

Existing Contact-Click the contact's "Edit" link and then click "Do not receive Email Notifications" box

For additional information for selecting the correct contact type, refer to [Contacts Quick Tips Guide](#).

Add New

Look Up

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Arturo Arturo Elizondo		Authorized Agent			arturo.elizondo@sanantonio.gov	<a href="#">Edit</a> <a href="#">Delete</a>
Arturo Arturo Elizondo		Escrow Owner			arturo.elizondo@sanantonio.gov	<a href="#">Edit</a> <a href="#">Delete</a>
Arturo Arturo Elizondo		Company Name/Business Owner			arturo.elizondo@sanantonio.gov	<a href="#">Edit</a> <a href="#">Delete</a>

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Arturo Elizondo

License Type:City Billboard Operator

License Number:SBO-25-00276

Address: SAN ANTONIO 78204

[Edit](#) [Remove](#)

Save and resume later

Continue Application »

## Sign Permit Application

1 Property Information

2 Contact Information

3 Application Information

4 Document Information

5 Review

6

7

### Step 3: Application Information > Billboard Sign Details

\* indicates a required field.

#### Off-Premise Billboard Sign Details

##### OFF-PREM BILLBOARD SIGN DETLS

[Click here to view the City Ordinance sections 28-52 and 28-54 for Sign specification requirements per type](#)

Street or highway that the face of billboard orients?:

S ALAMO

Type of Billboard Drawings:



Single Face

Face Sign Height:

50

Face Sign Width:

20

Face Sign Square Feet:

1000

Sign Overall Height:

0

Are Embellishments Proposed?:

☐ Yes ☒ No

Number of Faces:

1

Electric Sign:

☒ Yes ☐ No

\* Type of Electric Sign:

Digital Display

Distance to Nearest Billboard (ft.):

2500

Does this property (lot) abut to a residential zone?:

☐ Yes ☒ No

Is the proposed billboard within 200 feet of a Historic structure (City, State or Federal)?:

☐ Yes ☒ No

Is the proposed billboard within 500 feet of a Historic structure (City, State or Federal)?:

☐ Yes ☒ No

Is the proposed billboard within one of the following radius of a park?:

--Select--

Interstate/Expressway:

☐

Primary Arterial street:

☒

Secondary Arterial street:

☐

Collect/Local access street:

☐

Is the Proposed billboard owned & operated by a residential developer for advertising a subdivision?:

☐ Yes ☒ No

Save and resume later

[Continue Application »](#)

## Sign Permit Application

1 Property Information	2 Contact Information	3 Application Information	4 Document Information	5 Review	6	7
------------------------	-----------------------	---------------------------	------------------------	----------	---	---

### Step 3: Application Information > Coupon Details

\* indicates a required field.

#### Coupon Details

##### COUPON DETAILS

Showing 0-0 of 0

Billboard Demolition Permit Number	Location of Demolition	Original Sign Permit Number	Date of Coupon Issuance	Date of Removal
------------------------------------	------------------------	-----------------------------	-------------------------	-----------------

No records found.

Add a Row

Edit Selected

Delete Selected

Save and resume later

Continue Application »



#### An error has occurred.

Request is missing the 2 required coupons.

## Sign Permit Application

1 Property Information	2 Contact Information	3 Application Information	4 Document Information	5 Review	6	7
------------------------	-----------------------	---------------------------	------------------------	----------	---	---

### Step 3: Application Information > Coupon Details

\* indicates a required field.

#### Coupon Details

##### COUPON DETAILS

Showing 0-0 of 0

Billboard Demolition Permit Number	Location of Demolition	Original Sign Permit Number	Date of Coupon Issuance	Date of Removal
------------------------------------	------------------------	-----------------------------	-------------------------	-----------------

No records found.

Add a Row

Edit Selected

Delete Selected

Save and resume later

Continue Application »

#### COUPON DETAILS

\* Billboard Demolition Permit Number:

0000

\* Location of Demolition:

DMA

\* Original Sign Permit Number:

0000

\* Date of Coupon Issuance:

07/28/2025

\* Date of Removal:

07/28/2025

\* Billboard Demolition Permit Number:

0000

\* Location of Demolition:

DMA

\* Original Sign Permit Number:

0000

\* Date of Coupon Issuance:

07/28/2025

\* Date of Removal:

07/28/2025

Submit

Cancel

Step 3: Application Information > Coupon Details

\* indicates a required field.

Coupon Details

COUPON DETAILS

Showing 1-2 of 2

<input type="checkbox"/>	Billboard Demolition Permit Number	Location of Demolition	Original Sign Permit Number	Date of Coupon Issuance	Date of Removal	
<input type="checkbox"/>	0	DMA	0	07/28/2025	07/28/2025	Actions ▼
<input type="checkbox"/>	0	DMA	0	07/28/2025	07/28/2025	Actions ▼

Add a Row ▼

Edit Selected

Delete Selected

Save and resume later

Continue Application »

Step 3: Application Information > Waiver Eligibility

\* indicates a required field.

Waiver Eligibility

WAIVER ELIGIBILITY

Is your project approved for a City fee waiver program?:

☐ Yes ☒ No

Save and resume later

Continue Application »



Following documents need to be uploaded:  
'Affidavit' OR 'Lease' OR 'Deed'  
Proof of Authorization to construct a sign is required as Affidavit, Lease or Deed document type  
'Engineering Plans'  
'Site Plans'  
'Property Owner Approval'

Sign Permit Application

1	2 Contact Information	3 Application Information	4 Document Information	5 Review	6 Validate Fees	7
---	-----------------------	---------------------------	------------------------	----------	-----------------	---

Step 4: Document Information > Documents

\* indicates a required field.

Attachment

To upload a new document click Add.

The maximum file size allowed is 80 MB

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;llb;lnk;mde;mht;mhtml;msc;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »

## File Upload



To upload a new document click Add.

The maximum file size allowed is 80 MB

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n  
are disallowed file types to upload.

Continue

Add

Remove All



\*Type:

Affidavit

Remove

File:

required documents.docx

100%

Description:

spell check

\*Type:

Property Owner Approval

Remove

File:

DMA Districts.pdf

100%

Description:

spell check

Save

Add

Remove All

Save and resume later

Continue Application »



Step 4: Document Information > Documents

\* indicates a required field.

Attachment

To upload a new document click Add.

The maximum file size allowed is 80 MB  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
building.pdf	Engineering Plans	100.91 KB	07/28/2025	Actions ▼
DMA Districts.pdf	Affidavit	274.68 KB	07/28/2025	Actions ▼
palacio del rio.pptx	Rendering(s) or Picture of the Sign	811.09 KB	07/28/2025	Actions ▼
required documents.docx	Property Owner Approval	244.53 KB	07/28/2025	Actions ▼

Add

Save and resume later

Continue Application »



An error has occurred.  
Following documents need to be uploaded:  
'Site Plans'

Sign Permit Application

1	2 Contact Information	3 Application Information	4 Document Information	5 Review	6 Validate Fees	7
---	-----------------------	---------------------------	------------------------	----------	-----------------	---

Step 4: Document Information > Documents

\* indicates a required field.

Attachment

To upload a new document click Add.

The maximum file size allowed is 80 MB  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
building.pdf	Engineering Plans	100.91 KB	07/28/2025	Actions ▼
DMA Districts.pdf	Affidavit	274.68 KB	07/28/2025	Actions ▼
palacio del rio.pptx	Rendering(s) or Picture of the Sign	811.09 KB	07/28/2025	Actions ▼
required documents.docx	Property Owner Approval	244.53 KB	07/28/2025	Actions ▼

Add

Save and resume later

Continue Application »

Step 5: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Sign Permit Application

1. "I understand that the City of San Antonio only enforces City, State and Federal zoning and development ordinances and statutes and does not enforce covenants and deed restrictions (CC&Rs). It is imperative and incumbent upon me the applicant to verify the existence of any CC&Rs that may be applicable to my project. See Information Bulletin 234 for additional information."

2. (For most Type B permits above) "I have read or will read the "What's Next Inspections Handout", located at:https://docsonline.sanantonio.gov/FileUploads/DSD/What'sNextHandout.pdf I understand the general guidelines for submitting documentation, requesting inspections and will be responsible for fees related to my project."

3. "By checking this box, I certify that as the home owner or contractor, I have read and understand the requirements for Annual Maintenance Permit installations. I further certify that the information I have provided is true and correct and hereby agree that if the permit is issued, all provisions of the City Ordinance will be complied with whether herein specified or not and that compliance with the currently adopted Building Code is required."

4. "I understand that the permit, if issued, belongs to the property owner and that I am submitting as the owner or his/her authorized agent."

5. "I understand that if the work site is in a floodplain, neighborhood conservation district, corridor overlay or historic district, the application may require additional reviews prior to a permit being issued."

☐ By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

## Sign Permit Application

1	2	3 Application Information	4 Document Information	5 Review	6 Validate Fees	7 Record Issuance
---	---	---------------------------	------------------------	----------	-----------------	-------------------

### Step 6: Validate Fees

**IMPORTANT:** Before proceeding with this payment, please check your application record for any unpaid fees. If there are unpaid fees on the application record, it is highly recommended the application fees be paid before the permit fees. Doing so ensures your permit closes successfully when all inspections have closed and fees are paid. To find the application number associated with your permit, navigate to the Record Details page of the permit and click Record Info>Related RecordsApplication Fees

Fees	Qty.	Amount
Sign Plan Review Fee (i)	1	\$50.00
Surcharge - Development Services Fee (i)	1	\$1.50
Surcharge - Technological Improvement Fee (i)	1	\$1.50

TOTAL FEES: \$53.00

[Continue Application »](#)

Welcome to the City of San Antonio



**CITIZEN ACCESS**  
*for* **SAN ANTONIO**

### How would you like to make the payment?

☒ Credit Card ☐ Bank Payment

Payment Amount :

[Continue Payment >>](#)

[Cancel](#)

Your transaction was completed successfully.

**Receipt #:** 7298**Issued:** 28-Jul-2025 03:31 PM**Description****\$50.00**

Amount:\$50.00

**\$1.50**

Amount:\$1.50

**\$1.50**

Amount:\$1.50

SubTotal: \$53.00

**Total: \$53.00**

Jul 28 2025 03:31 pm Trans# 4432

## TRANSACTION RECORD

Card Number : \*\*\*\*\*4444  
Card Type : MASTERCARD  
Card Entry : KEYED  
Account : MASTERCARD  
Trans Type : PURCHASE  
Amount : \$53.00

Auth # : 192981  
Sequence # : 002150  
Reference # : 00000002  
Term ID : 001  
Date : 25/07/28  
Time : 15:30:47

APPROVED

\*\*\* CUSTOMER COPY \*\*\*

[illegible]