



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 230**  
Open House Signs/Temporary Weekend Sign Permit

DATE: July 20, 2017/October 9, 2017

CREATED BY: Field Services

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**Purpose:**

As a customer service initiative, the Department created this Information Bulletin (*IB*) to inform our customers of the revised Chapter 28 City Sign Code which includes Open House Signs that will require a Temporary Sign permit also known as Temporary Weekend Sign Permit.

**Temporary Placement on City Public Street Right of Way:**

- Off premises signs are only permitted to be placed on the city right-of-way of a road or highway maintained by the city provided that the following regulations are observed and required fees have been paid.
- Off premises signs are permitted from Friday until no later than 9:00 p.m. the following Monday. Signs may not be either placed or picked up between the hours from 6:00 a.m. to 9:00 a.m. or from 4:00p.m. to 7:00 p.m. on weekdays.
- Signs shall not exceed six (6) square feet in size. Irregular shaped signs shall fit in a twenty-four (24) inch by thirty-six (36) inch rectangle, square or circle. The total height of the sign may not exceed three (3) feet above the ground. Signs may be two-dimensional only and shall have a non-reflective surface.
- A minimum of five (5) feet must be maintained between each off premise sign of different advertisers.
- The signs of each advertiser must be spaced so that no two (2) signs advertising the same piece of real property for sale or lease are closer than two hundred (200) feet from each other measured in a straight line.
- An advertiser is required to register with the Department and post a permit decal on each temporary sign to be placed. Each advertiser shall pay a permit fee as well as a permit decal fee.

For a complete listing of sign location requirements, please visit the City's Chp.28 Sign Code at: [https://library.municode.com/tx/san\\_antonio/ordinances/code\\_of\\_ordinances?nodeId=827709](https://library.municode.com/tx/san_antonio/ordinances/code_of_ordinances?nodeId=827709)

**Fees:**

Permit \$50.00

Decal \$5.00 ea.

Plus 3% Development Services Surcharge Fee and 3% Development Services Technology Fee

**Procedure:**

Application [Temporary Weekend Sign Permit](http://www.sanantonio.gov/dsd) is available at [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd), go to Constructing in San Antonio, scroll down to Commercial, click on Permit App, then click on Signs and look under Forms & Applications. The application can be printed out and sent to 1901 S. Alamo, San Antonio, Texas 78204, attention Sign Section, or have someone drop it off at the second floor receptionist desk.

**Summary:**

The permit process takes seven days. If you have any questions regarding this new permit requirement or process, please feel free to reach out to us. For more specific details regarding the location and procedure, please contact the Sign Inspection Supervisor. If you would like a meeting to discuss in more detail, again, please feel free to call us and set up an appointment.

Sign Inspections Supervisor: Andrew J. Perez (210) 207-0158

Senior Sign Inspector: Arturo Elizondo (210) 207-8289

This information bulletin is for informational purposes only.

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