CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT *IAS ACCREDITED*
1901 S. ALAMO I SAN ANTONIO, TEXAS 78204
Ph: 210-207-1111   www.sanantonio.gov/dsd

COMMERCIAL/BILLBOARD SIGN OPERATOR LICENSE REGISTRATION
(Issued by City of San Antonio – DSD)

☐ On Premises (Commercial)   ☐ New

☐ Off Premises (Billboard)   ☐ Renewal

Fee required: (Commercial) $100.00 – new / $100.00 – renewal. Must be renewed annually on Sept. 30.

Fee required: (Billboard) $375.00 – new / $375.00 – renewal. Must be renewed annually on Sept. 30.

Contractor Information:

Applicant Name: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Phone: (_____) _____

Email: _____

Business Information:

Business Name: _____

Business Address: _____

City: _____ State: _____ ZIP: _____

Business Phone: (_____) _____ Business Fax: (_____) _____

Business E-mail: _____

* Experience Required *

City Code of Ordinances Chapter 28, Article II, Division 2 & 3 detail required experience for obtaining a sign operator license. Affidavit, as used in the code, includes signed statements on company letterhead. ***Original affidavit is required at time of application for City license registration.***

* Insurance and Bond Required *

City Code of Ordinances Chapter 28, Article II, Division 1 details specific bond and insurance requirements for sign operators. ***Original documentation is required at time of application for City license registration.***

The following items must be submitted:

☐ Government Issued Photo ID

☐ Insurance documentation   * City of San Antonio must be listed as certificate holder. *

☐ Bond documentation   * Bond must list business or applicant listed above. *

☐ Experience affidavit   **Original documentation required**

☐ $100.00 or $375.00 registration fee/renewal fee

Revised 11/15

FOR SIGN SUPERVISOR USE ONLY

☐ Applicant meets all requirements of City Code of Ordinances Chapter 28 and is recommended for approval.

☐ Applicant *does not* meet all requirements of City Code of Ordinances Chapter 28 for denial reason(s) listed below.

REASON FOR DENIAL:

☐ Experience affidavit not submitted or signature missing

☐ Experience affidavit not original document

☐ Experience affidavit of non-traditional experience insufficient

☐ Minimum number of required hours not submitted

Additional comments: _____

_____

_____

_____

☐ **Approved**   ☐ **Denied**

_____   _____
Sign Supervisor signature   Date