



# 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)



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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:**

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**Sign Inspector Notes:**

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