

City of
Hill Country Village

116 Aspen Lane
San Antonio, TX 78232

P – 210 494 3671
F – 210 490 8645

Permit # _____
Fee \$ _____
Receipt # _____
Date Paid _____
Received By _____

Sign Permit Application
(Temporary or Permanent)

**PROVIDE A DRAWING OF THE PROPOSED SIGN WITH A SITE PLAN
SHOWING PROPOSED LOCATION.**

Business Information

Business Name _____ New? _____
Address _____ Phone _____
Street/Highway sign will face _____

Installer

Company Name _____
Phone/Email/Fax _____
Dates of installation: Start _____ End _____

Proposed Sign (Permanent)

Size _____ X _____ Total Sq. Feet _____ Height _____ Cost \$ _____
(circle) Building or Pole/Multi-Tenant (circle) New Sign or Repair/Replace
Number of sign faces _____ Electric (circle) YES NO Indirect _____ Backlit _____

Temporary Signs

Dates sign will be displayed _____ to _____
Is sign larger than 80 square feet? (circle) YES NO If yes, what percent of the building façade is it? _____
Materials _____ ***MUST BE WALL-MOUNTED**

Applicant's Signature _____ Date _____

Approved _____ Disapproved _____ Nonconforming: YES _____ NO _____

Building Inspector _____ Date _____

**Revised 03/27/17 Call 210-494-3671 between 8:30 a.m. and 4:30 p.m. for next day inspections.
You must have your permit number. Permit must be posted at job site.
Construction is allowed 7am – 7 pm, 7 days a week.**

Sign / Temporary Sign Permit Application

Permanent Signs

Multi-tenant businesses or property owners may submit a signage plan for review by the Business District Construction Review Board to use signage other than the regulations below.

Building signs
1. Limited to 32 square feet in area and three feet in height
2. Must begin and terminate no less than two feet from the edge of each building or occupied space
3. May not be higher than the front wall line or eave of a building

Freestanding signs		
	Street Frontage	
	Small (140 ft or less)	Large (larger than 140 feet)
Freestanding signs allowed per lot	1 pole or monument	1 pole and/or monument
Monument size limits	10 ft high / 8 ft wide (80 sq. ft)	16 ft high / 8 ft wide (128 sq. ft)
Pole size limits	96 square feet / 25 ft high	144 square feet / 35 ft high
Total Freestanding Signage	96 square feet maximum	144 square feet maximum

If you are unsure of your property's frontage, City Hall can provide that information.

Temporary signs
1. Must be wall-mounted and may not be attached to the ground with stakes.
2. Must be no larger than the greater of 80 square feet or 20 percent of the building façade upon which is it placed.
3. Materials are limited to vinyl, canvas, cardboard, wallboard, or similar material.
4. Limited to one per certificate of occupancy or street address.
5. Limited to 120 days in a calendar year.

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