

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.

<b>Building signs</b>
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

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

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

<b>Temporary signs</b>
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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