

**Permits submitted must be obtained within 75 days of submittal unless an extension is granted. Failure to obtain the permit will require a new application**

# **Billboard, Portable and On Premise Sign Permit**



## **PLANNING & CODES**

**\*SUBMIT THIS APPLICATION WITH 2 SETS EACH:  
PLOT PLAN, SIGN PLAN AND SPECIFICATIONS, AND FAÇADE DIMENSIONS FOR WALL  
SIGNS**

**Each sign over 15 Square feet or installed on a free standing structure  
shall be permitted separately**

**PLEASE ALLOW A MINIMUM OF FIVE (5) WORKING DAYS.**

Intake Initials _____  Date: _____ Time: _____ Application # _____ _____	<b>LOCATION:</b> Address: _____	<b>Zoning</b> District: _____ Lt: _____ Blk: _____ Lt. Size: _____
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**TYPE OF SIGN**

- Billboard (Off-premise)
- Freestanding Sign
- Wall Sign
- Portable Sign
- Other: \_\_\_\_\_

**COST**

Cost of Sign.....\$ \_\_\_\_\_  
**To be installed but not included in the above cost**  
 A. Electrical.....\$ \_\_\_\_\_  
  
**Total Cost of Sign.....\$ \_\_\_\_\_**

**ELECTRICAL CONNECTION:**

- Yes  No

**OWNERSHIP**

- Private (individual, corp., non-profit Institution, etc.)
- Public (Federal, State or local govt.)

**DESCRIPTION**

Total Height of Sign..... \_\_\_\_\_  
 Width of Sign..... \_\_\_\_\_  
 Total Area of Sign..... \_\_\_\_\_

**FOR WALL SIGNS:**

- Wall Sign Exhibit completed

	NAME	ADDRESS	ZIP AND PHONE #	E-Mail Address
<b>OWNER OR LESSEE</b>				
<b>CONTRACTOR (If Electrical) TESL#</b>				
<b>ARCHITECT OR ENGINEER</b>				
<b>ELECTRICIAN</b>				

**DESCRIPTION OF WORK:** \_\_\_\_\_  
 \_\_\_\_\_

**NOTICE: Separate permits are required for electrical. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. Portable sign permits are good for 6 months only.**

I hereby certify that I have read examined this application and know the same to be true and correct. Provisions of the adopted Sign Ordinance as well as all laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

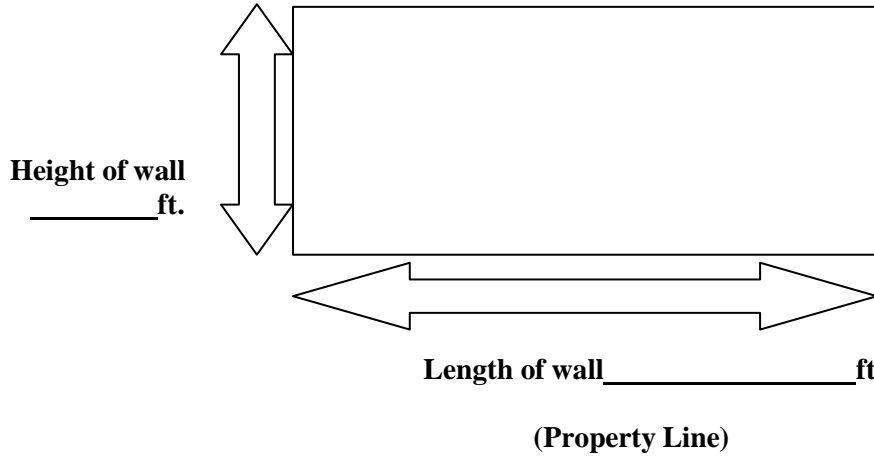
If within ten (10) feet of any primary overhead conductors, you must contact the Seguin Electric Department or Guadalupe Valley Electric CO-OP forty-eight (48) hours ahead of encroachment into this area. Violations are fined a minimum of \$100 up to \$1,000 or confined in jail for not more than one (1) year or both. State of Texas Civil Statute Article 1436-C

## WALL SIGN EXHIBIT

(required for all wall signs)

SKETCH  
OF THE  
WALL

1. The sign fronts on \_\_\_\_\_ (Street/Road).
2. Show dimensions of the wall on the sketch.
3. Show the location of the sign on the wall.



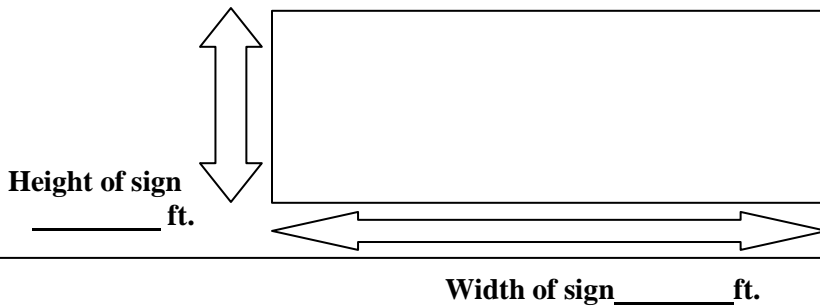
Area of the wall  
(Height x Length) =  
\_\_\_\_\_ Ft<sup>2</sup>

Maximum Sign  
Area = \_\_\_\_\_ Ft<sup>2</sup>

The maximum sign  
area is 15% of the  
area of the wall.

SKETCH  
OF THE  
SIGN

1. The sign area is \_\_\_\_\_ square feet.
2. Show the wording of the sign.
3. Show background color(s).
4. Lettering – show color and height.
5. Show the height and width of the sign.



↓DO NOT WRITE BELOW LINE – OFFICE USE ONLY↓

SPECIAL APPROVALS	REQUIRED	NOT REQUIRED	APPROVED	APPROVED BY
Location				
Set Back				
Height				
Width				
Engineer Certificate				
Affidavit				
Utilities				
Austin Corridor				
Historical District/ Area				

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION NUMBER  
#

PLAN CHECK FEE

SIGN PERMIT FEE

APPROVED BY

MAIN-STREET  
APPROVAL

## Chapter 82 SIGNS\*

\***Cross references:** Buildings and building regulations, ch. 18; environment, ch. 46.

**State law references:** Regulation of signs, V.T.C.A., Local Government Code § 216.001 et seq.

### Sec. 82-61. Required.

Unless specifically exempted, it shall be unlawful for any person to erect or substantially alter any billboard or commercial sign without obtaining the proper permit from the building official. The term "substantially alter" shall not include routine painting, posting or maintenance of a billboard.

(Code 1964, § 21 3/4-70)

### Sec. 82-62. Exceptions.

Exceptions to the permit required by this article are the following:

- (1) Signs not exceeding one square foot of facing attached to a residence or apartment building, stating only the name and occupation, if applicable, of the occupant.
- (2) Signs not exceeding 15 square feet of facing composed of durable material, situated wholly upon private property and securely affixed to a building, fence, wall or other permanent structure and having a frame or trim not more than three inches wide. This subsection shall not apply to any signs erected in an downtown historic district.
- (3) Real estate signs not exceeding 32 square feet used solely to advertise the sale of the premises upon which the sign is located.
- (4) Governmental signs.
- (5) Temporary signs, other than cloth banner signs, not exceeding 48 square feet.

(Code 1964, § 21 3/4-71; Ord. No. 05-33, § 1(d), 7-5-05)

### Sec. 82-63. Application.

- (a) Application for sign permits shall be made upon forms provided by the building official.
- (b) The application for commercial and billboard sign permits will contain all information, drawings, specifications, etc., necessary to fully advise the building official of the type, size, shape, location, construction and materials of the proposed sign and the building structure or premises upon which it is to be placed.
- (c) When applying for a billboard permit, the billboard operator shall, in addition to subsections (a) and (b) of this section, furnish the following information at the time of permit application:
  - (1) The location of the proposed sign in relation to the property lines and any building, fence, etc., on the property.
  - (2) Building setback lines and the location of any easements on the property.
  - (3) Distance to the nearest billboard.
  - (4) Affidavit from the property owner authorizing erection of the sign or an executed lease agreement.
  - (5) Street address of the sign.
  - (6) Engineer's certification.

(Code 1964, § 21 3/4-72)