



CITY OF FAIR OAKS RANCH
 7286 Dietz Elkhorn
 Fair Oaks Ranch, TX 78015
 Ph: 210-698-0900 Fax: 210-698-3565
 bcodes@fairoaksranchtx.org



SIGN PERMIT APPLICATION

Project Address: _____ Unit: _____ Lot: _____

Applicant: _____
(Name) (Address, City, Zip)

Phone: (_____) Email Address: _____

I am not the owner of real property where sign is proposed to be erected. [Provide written consent of and name, address, and telephone number of the property owner and a copy of the executed lease agreement.]

Sign Contractor: _____ Phone: (_____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

A \$100.00 Non-Refundable Fee Applies to: Permanent Sign Commercial Sign

A \$25.00 Non-Refundable Fee Applies to: Temporary New-Business Sign Temporary Subdivision Sign

Type of Sign: Freestanding Monument Pylon Building Mount Other _____

Sign Material: _____ Sign Dimensions: _____

Sign Reads: _____

Expected Sign Display Beginning Date: _____ Ending Date: _____
(if temporary sign)

Will your sign require electricity? Yes No If yes, you must complete an electrical permit application.

Electrical Contractor Information: _____
(Business Name) (Address) (Phone Number)

A copy of permit approved by Texas Department of Transportation in Bexar, Kendall or Comal County, Texas or successor agencies, if state law requires a state permit.

Attach a site plan indicating position, height, and size of the property sign and other existing advertising structures on the property in relation to nearby buildings or structures, north arrow, and scale of drawing, property lines, curb lines, adjacent streets, curb cuts, and setback clearance zones.

Signature of Applicant/Contractor Agent _____ Date _____

*****OFFICE USE ONLY*****

Date Received: _____

Approved By: _____ Date: _____



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Sign Permit Application Types and Issuing Departments

- ✓ Sign Permit Application – For all applicants requesting a **Permanent** sign and Commercial sign this must be filed and approved by *City Building Official* prior to display of sign (\$100 Fee). **Permit issued by City Building Official.**
- ✓ Temporary Sign Permit Application – the “Sign Permit Application Form” is used for this as there is a section that applies to temporary signs. All applicants requesting a temporary new-business sign, or temporary subdivision sign must complete this application and it must be accompanied by \$25 permit fee.

NOTE – If there is Electricity to the sign the permit must be approved by the Building Official. If no electrical – permit can be issued by the administrative staff as long as all requirements have been met.

- Temporary New Business Sign Permits Expire within 6 Months from Issued Date
 - Temporary Subdivision Sign Permits Expire within 2 Years, or removed when 80% of development is complete.
- ✓ Temporary Banner Permit Application – For all applicants requesting to hang a banner announcing an event or the location or relocation of business.

Temporary Banner Permit Application must be completed and accompanied by \$25 permit fee, and expires within 14 days of issued date. This permit can be issued by the Administrative Staff.

** See Permit Application Samples included in this section

*** Refer to Signs Ordinance No. 2012-02 for additional information