

# Billboard, Portable and On Premise Sign Permit



**\*SUBMIT THIS APPLICATION WITH 2 SETS EACH:  
PLOT PLAN, SIGN PLAN AND SPECIFICATIONS  
Each sign is permitted separately**

**PRIMARY EMAIL CONTACT**

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

Intake Initials _____  Date: _____  Time: _____  Application # _____  _____	<b>LOCATION:</b> <b>Address:</b> _____  Floodplain YES NO 500yr _____ 100yr _____ Floodway _____  <u>Base Flood Elevation</u> or Engineers " <u>No Rise Certificate</u> " attached YES NO	<b>Zoning</b> <b>District:</b> _____  Lt: _____ Blk: _____  Lt. Size: _____
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**A. TYPE OF SIGN**

1.  Painted Sign or  Painted Billboard
2.  Sign w/elect. connection
3.  Billboard w/elect. connection
4.  Portable Sign
5.  Other: \_\_\_\_\_

**COST**

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

**OWNERSHIP**

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

**DESCRIPTION**

10. Total Height of Sign..... \_\_\_\_\_
11. Width of Sign..... \_\_\_\_\_
12. Total Area of Sign..... \_\_\_\_\_

	NAME	ADDRESS	ZIP CODE AND TELEPHONE #	E-Mail Address
OWNER OR LESSEE				
CONTRACTOR (If Electrical) TESL#				
ARCHITECT OR ENGINEER				
ELECTRICIAN TECL#				

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

**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 not complete within 365 days. Portable sign permits are good for 30 days only in any calendar year.**

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 San Antonio City Public Service 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**

↓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				
SSUD-1				
SSUD-2				
SSUD-3				
SSUD-4				
COMMENTS: _____				
_____				
_____				
_____				

APPLICATION NUMBER #  _____
PLAN CHECK FEE  _____
SIGN PERMIT FEE  _____
APPROVED BY  _____
Date  _____

**CONVERSE MUNICIPAL ORDINANCE CHAPTER 8, ARTICLE III. BUILDING CODE, SECTION 8-103 SCHEDULE OF PERMIT FEES (k) NON-COMPLIANCE FEE** WHERE WORK FOR WHICH A PERMIT IS REQUIRED IS STARTED OR PROCEEDED PRIOR TO OBTAINING SAID PERMIT, A FEE OF \$200.00 PLUS THE FEES HEREIN SPECIFIED SHALL BE DOUBLED... A FEE OF \$150.00 SHALL BE ASSESSED FOR PROCEEDING WITH ANY WORK WITHOUT HAVING AN APPROVED INSPECTION AT THE REQUIRED STAGE OF CONSTRUCTION. A FEE OF \$50.00 WILL BE ASSESSED FOR FAILURE TO SCHEDULE A FINAL INSPECTION WITHIN (5)- FIVE DAYS AFTER COMPLETING THE WORK DESCRIBED BY A PERMIT Chapter 8, Article 1, Section 8.2 Penalty may still be invoked at the discretion of the City of Converse with an a fine of not less than \$200.00 or more than \$2,000.00

**For a complete information on the City of Converse Sign Ordinance, please see the  
City of Converse Website at [www.conversetx.net](http://www.conversetx.net)  
See City Code of Ordinances City of Converse Texas Chapter 34 - Signs**