

# What you Need to Know: City of San Antonio Sign Code



## When do I need to use a sign permit?

You need a permit to place signs off-premise, on the city's right of way. Once you obtain an off-premise permit, you still need to purchase stickers to place on the sign.

- Permit not required for "For sale/lease" signs located on-site or on-premise and 32 sq. ft. or smaller.
- Signs placed in a neighbor's yard are off-premise and must have a permit and sticker.



## Why was my sign removed?

The city will be looking for stickers on all off-premise signs. If your off-premise sign does not have a sticker, the city can remove your sign.

Additionally, all signs must comply with the sign code; which includes sign size, location, spacing, times for placement, and other restrictions. If your sign fails to comply, the city can remove your sign.



## Who must purchase the permit and stickers?

Anyone who wants to place an off-premise sign must purchase a permit and a sticker for the sign. It is up to the broker how they want to handle permits and stickers. Some brokers purchase one permit and hundreds of stickers for their agents, some brokers purchase one permit and allow their agents to purchase stickers under the broker's permit number, and other brokers require their agents to purchase their own permit and stickers.



## How much are the permit and stickers? And how long are they good for?

Permits are \$50. You will get two free stickers with your permit application; additional stickers are \$5 each. Remember, each sign placed off-premises must have a sticker.

The permits are good for one year from the date of purchase. The sticker expiration date is tied to the permit's expiration date. For example, if you obtain a permit in October, the permit expires in September. Any stickers purchased under that permit will also expire in September, even if purchased later in the year. Stickers will be prorated accordingly.



## How do I purchase the permit and stickers?

You must fill out a permit application. The application contains useful information on sign size, location, spacing, and times for placement. You do not need to include a map with your application. Please note on your application that your permit is for open house signs, as that will eliminate the need to provide a map.

## Overview of Temporary Weekend (Open House) Signs Regulations

### Times for placement

Temporary weekend signs are permitted from Friday until the following Monday. As a safety precaution, signs may not be either placed or removed between the hours of 6 to 9 a.m. or 4 to 7 p.m.

- If a city-recognized holiday falls on a Friday, then the signs are permitted from the preceding Thursday until the following Monday.
- If a city-recognized holiday falls on a Monday, then the signs are permitted from Friday until the following Tuesday.

### Size of signs

Signs shall not exceed 24 x 32 in., and irregularly shaped signs must fit into a 24 x 32 in. rectangle: the total height may not exceed 36 in. height from ground level. Signs may be two-dimensional only and shall be of a non-reflective surface.



Return completed applications and fees, by mail or in person, to:  
**San Antonio Development Services Department**  
 1901 S Alamo St., San Antonio, TX 78204

**Application:** <https://docsonline.sanantonio.gov/FileUploads/dsd/TemporarySignSummarySheet.pdf>