City of Alamo Heights
Sign Permit Application
COMMUNITY DEVELOPMENT DEPARTMENT
6116 Broadway, San Antonio, Texas 78209
v: (210) 826-0516   f: (210) 822-5181

General Permit Information [Please print legibly]	
Project Street Address:	Application Date:
Business Name:	Business Type:

Please check only one: ☐Temporary* ☐Temporary Permanent**   ☐Permanent**

*(provide dimensioned drawing of the proposed temporary sign on a separate sheet of paper)

**(requires A.R.B. submittal and approval prior to issuance of requested permit and installation)

Sign Type: ☐Banner ☐Flat ☐Monument ☐Projecting ☐Roof ☐Portable ☐Electric ☐Special

☐Other:_____

Sign Location:	Size:	Material:
Is Sign over ☐City property, or ☐Private property? ☐No		Elec. Permit? ☐Yes ☐No

Estimated cost of construction (includes material & labor): $

Expect to Start Construction:	Anticipated Completion Date:

Name of Property Owner :	Phone No:
Name of General Contractor:	Phone No:
Name of Applying Company:	Phone No:

☐Attached drawings of proposed signage and location are required

☐The issued Certificate of Appropriateness must be submitted with this application for Temporary Permanent and Permanent Signs.

I, as the property owner of the above listed structure and property, do hereby authorize the proposed project submittal for the signs listed above.

Authorized Agent (Print principal or company name):_____

Property Owners signature:_____   Date:_____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the proposed 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 ordinances regulating construction, the performance of construction or the use of any land or buildings.

Print Name of Permit Applicant: _____   Date:_____

Signature of Permit Applicant: _____

Permit Applicant is ☐ Contractor, ☐ Property Owner, or ☐ Authorized Agent