 *(830) 796-3765 ● FAX (830) 796-4247*

**SIGN PERMIT APPLICATION**

**INFORMATION SHEET**

*P.O. BOX 896 ● Bandera, Texas 78003*

*511 Main Street*

**SUBMITTAL REQUIREMENTS**

Every sign, unless specifically exempt, shall require a sign permit in conformance with applicable city codes and issued by the city office.

All applications for sign permits for all signs shall be accompanied by such drawings or descriptions as are necessary to fully advise the city office as to color, location, construction, details as to brackets, main guy cables, wired braces, bolts and turnbuckles, if to be extended from building walls, the thickness of such wall or walls, and height of standards, the weight of the sign, size of sign and other details which the city office may deem necessary.

A fee shall accompany each application for a sign permit, in addition to any permit fees required by the building and electrical codes of the city. The fees are on file in the office of the city secretary and are subject to periodic revision by the city. (Ordinance 123, sec. 13-23, adopted 10/8/90; Ordinance adopting Code)

Banner signs must be securely attached to a building or other permanent structure, and they must be kept in good repair throughout the time of their display. Banner signs shall not be erected for more than twenty (20) days in succession; the responsible party must remove them within no more than three (3) days following the event to which they call attention. Banners shall not be placed on any site more than five (5) times within a calendar year and must conform to all other restrictions and requirements of this division. (Ordinance 267, sec. 2(B), adopted 3/20/08)

**FEE SCHEDULE**

Application fee $50.00 for Signs and Banners which includes one inspection for projects less than $1,000

□ $1,000 to $50,000 ($15.00 for the first $1,000 plus $5.00 for each additional thousand or fraction thereof, to and including $50,000.00)

□ $50,000 TO $100,000 ($260.00 for the first $50,000.00 plus $4.00 for each additional thousand or fraction thereof, to and including $100,000.00)

□ $100,000 TO $500,000 ($460.00 for the first $100.00.00 plus $3.00 for each additional thousand or fraction thereof, and including $500,000.00)

□ $500,000 and up ($1,660.00 for the first $500,000.00 plus $2.00 for each additional thousand or fraction thereof)

\*\*\*Sign Permits are reviewed by Planning & Zoning Commission for compliance with conformance to the ordinance and master plan.