

City of Schertz
Planning & Community Development
Commercial Signs - Permanent Permit Requirements

The following process is for submitting plans for review and approval in order to obtain a permit for signs. This process includes repair and warranty work.

Permit Submittal Requirements:

- Site survey showing right of ways, overhead power lines, easements, property lines and setbacks indicating proposed sign locations. Please contact the building inspections division, if a site survey is unavailable for your property, to discuss an alternative drawing.
- Plans, as they pertain to the applicable sign (i.e. Wall Signs, Freestanding Signs, Price-per-Gallon Signs, Subdivision Entry Signs, etc.)
- Sign renderings or photographs
- Electrical Plans (if applicable)
- Flatwork Plans (if applicable)
- Copy of a contract with construction costs, signed by the owner of the property, stating that the applicant has permission to erect the sign (with the exception of temporary signs).
- Should the project be in a floodplain, additional information may be required.

Permit Fees:

- See [Permit Fee Schedule](#)

Sign Standards:

- See the Schertz [UDC Article 11](#) for a thorough list of all sign requirements.
- Indicate all existing signs and the proposed locations of new signs, adhering to all required setbacks, on site survey.
- For a wall sign, show method of anchoring to the wall face for weight stabilization..
- Provide engineered foundation design, based on the currently adopted International Building Code, if foundation is required.
- Provide engineered structural details for all supporting structures based on 2018 International Building Code.
- Signs with electrical components must be labeled and listed. All electrical work must meet the requirements of the National Electric Code (NEC).
- For an electronic or electrical sign, show the location of the required disconnect – Article 600.6 Disconnects.
- For a sign that is electrical and remote from a building, provide a one-line diagram showing conduit size, burial depth, and size of conductors, along with the over-current protection required for the branch or feeder circuit.

- Provide photometric plan for site, if the sign is an electronic sign.
- Show all other existing signs located on site, if any.
- If an Electrical Sign Contractor will be installing any branch or feeder circuits at the sign location, an electrical permit is required.

Inspections Required:

- Sign Final

Inspections Required, if applicable:

- Sign Foundation
- Electrical Rough/Ground
- Electrical Tops
- Electrical Final

To request an inspection, please visit Schertz.com > How do I > Submit > Request an Inspection > then 'please request an inspection here' – this takes you to our **City of Schertz Web Portal**. Or go directly to our City of Schertz Web Portal and Sign in > My Items > My Building Permit Applications.

Inspection requests received by 6:00 a.m. will be inspected the same business day. Any request received after 6:00 a.m. will be performed the next business day.

If you have any questions regarding these requirements, please contact the Inspections Division at 210-619-1750, from 8:00 a.m. to 5:00 p.m. Monday through Friday.