

City of Schertz
Planning & Community Development
Commercial Temporary Sign Permit Requirements

The following process is for submitting plans for review and approval in order to obtain a permit for temporary signs, including feather flags and recurring events.

Permit Submittal Requirements:

- Site survey showing right of ways, 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 for temporary signs must include dimensions and height from grade.
- Sign renderings or photographs
- Proposed display dates, for all variations of temporary signs, are required with initial permit application.

Permit Fees:

- See [Permit Fee Schedule](#)

Sign Standards:

- See the Schertz [Sec. 21.11.13. - Temporary Signs](#) for all temporary sign standards.
- Adherence to the 15ft setback, from all property lines, is required when considering placement for temporary signs.
- The cumulative number of days for which temporary sign permits are issued, for a property or business, shall not exceed 120 days per calendar year.
- Temporary sign permits are issued in 30 day increments.
- Maximum number of temporary signs, at any given time, is three (3) per business or tenant.
- Maximum size of a temporary sign is 24 sq ft with a max height of six (6) ft from grade.
- Feather flag permits shall not exceed 28 days per calendar year and may be issued in any increments.
- Maximum number of feather flags, at any given time, is three (3) per business or tenant.
- Maximum size of a feather flag is 16 sq ft with a max height of eight (8) ft from grade.
- Temporary sign permits for recurring events will be issued in two-day increments for up to 15 times per year.

Inspections Required:

- Sign Final (to verify removal)

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.