



Permits & Inspections
Division
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PERMITS & INSPECTIONS
Permits & Inspections is a Division of the Department of Planning & Development Services

SIGN REQUIREMENTS

Effective September 1, 2004, electrical sign contractors engaged in the business of designing, manufacturing, installing, connecting, reconnecting, or servicing an electric sign, cold cathode, neon gas tubing, or outline gas tubing, or altering electric sign wiring or conductors either inside or outside a building **MUST BE LICENSED WITH THE STATE OF TEXAS AS AN ELECTRICAL SIGN CONTRACTOR**. Therefore, to obtain a permit for a sign with any type of wiring or illumination you must be registered with the State of Texas as an Electrical Sign Contractor. For more information contact the State at (800)803-9202 or access their website at: www.license.state.tx.us.

Following is a summary of the permit processes and requirements for the various types of commercial signs.

Wall Sign

Please provide the following to apply for a permit for a wall sign:

1. A completed sign permit application (which can also be found on our website under Departments and Services – Building Permits and Inspections – Information, Forms, and Handouts)
2. A fully-dimensioned drawing showing the height and length of the wall, the location of the sign on the wall, and the height, length, and depth of the sign.
3. A locator map showing the direction the wall faces.
4. Once all documents have been received in good order, the permit generally can be issued in 2-3 days.

A wall sign may cover no more than 25% of the wall area. For permit fee information, please refer to our **Fee Schedule**.

Freestanding or pole sign

Please provide the following to apply for a permit for a freestanding or pole sign:

1. A completed sign application
2. A site plan draw to scale depicting all buildings and the location of the proposed sign on the property
3. A fully-dimensional elevation drawing showing the size of the pole, face, and foundation footing, and noting the total height of the sign and the clearance from the ground to the face.
4. Once all documents have been received in good order, the permit generally can be issued in 2-3 days.

Some other requirements to keep in mind are:

- The maximum allowable size is determined by the size of the front property line. For every one foot of street frontage you are allowed 1.5 square feet of signage.

Hours of Operation: 8 AM - 12 PM & 1 PM - 5 PM

No payments or permit issuance can be made after 4 PM due to accounting constraints.

- The maximum allowable height of the sign depends on the zoning district. In zoning districts CN and CO, the maximum height allowed is 25 feet. In CBD districts the maximum height allowed is 40 feet. For the remaining commercial zoning districts the maximum height allowed is 50 feet.
- Setbacks are determined by the height of the sign. For every one foot of setback from the property line you are allowed two feet of sign height, starting at 20 feet. *Minimum* setbacks are five feet from the side property line and 10 feet from the curb or zero feet from the front property line, whichever is greater.
- The pole of the sign may not be wider than 8 inches if located within 30 feet of an intersection of two streets.
- The sign must be designed to withstand a 90 MPH wind load.
- The permit fee for a freestanding or pole sign varies depending on the size of the sign. Refer to our [Fee Schedule](#).

Off-site sign (billboard)

Please provide the following to apply for a permit for an off-site sign:

1. A completed sign permit application
2. A site plan drawn to scale indicating the property lines, curb or edge of pavement, and location of the sign
3. A copy of the lease agreement from the property owner may be required.
4. An on-site inspection will occur to verify zoning, setbacks, distance to any other billboards, distance from any residentially-zoned districts, and verifying that the sign will not be in a Historical District or within the River Corridor.
5. It generally takes 3-4 weeks to issue this permit once all documents have been received in good order. Refer to our [Fee Schedule](#) for off-site sign fee information.

Please refer to the City Code of Ordinances, Chapter 12, Sec. 12.04.006 – Off-Site Regulations for more details regarding off-site sign requirements and restrictions.

If you have any questions or would like further information, please call or come by our office.