



**Planning & Development Services Department**  
 550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.NewBraunfels.gov](http://www.NewBraunfels.gov)

## Temporary On-Premise Sign Application

1. **Name of business displaying sign:** \_\_\_\_\_  
**Business address where sign will be displayed:** \_\_\_\_\_  
 \_\_\_\_\_  
**Applicant Name:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_
2. **Location of sign on building:** Attach site plan, picture or drawing showing sign location.
3. **Sign description and content:** Provide sign message and dimensions. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. **Dates of sign display:** (90 days total) \_\_\_\_\_ to \_\_\_\_\_
5. **I certify that the information provided above is accurate and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMITTAL CHECKLIST:**

- Completed application                       Site plan, picture or drawing showing sign location and size

**A temporary sign on private property, limited to a banner, is allowed only upon issuance of a Temporary Sign Permit, which shall be subject to the following requirements:**

- a. *Term.* A temporary sign permit allows the use of a temporary sign for no more than 90 total days within a calendar year.
- b. *Number.* Only one temporary sign will be permitted at a time to the same business on the same lot.
- c. *Size.* The maximum size of the banner shall be 1.5 square feet per one foot of building façade for the business using the banner. (Sec. 106-16)

**Definition**                      *Banner* means any sign made of fabric, plastic or other non-rigid material designed to hang from rope or wire to advertise a business, service, or special event and not mounted in a permanent rigid frame. (Sec. 106-3)

**Prohibited**                      Banners attached by any means to the ground. (Sec. 106-11(g))

**Fee**                                      \$51.00 (\$50 application fee + \$1.00 technology fee (30%))

**FOR OFFICE USE ONLY**

Date completed application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date of Approval/Denial: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_

## **INSTRUCTIONS FOR SUBMITTING THIS APPLICATION**

This application can be submitted online using the City of New Braunfels permit portal. For instructions on how to submit this permit application, please read below.

1. Access the online permit portal at <https://nbpermits.nbtexas.org/publicaccess>. Once you arrive at the Portal Login Page you will need to create a username and password.
  - a. The username will need to be a valid email address and you will be informed of the status of your application via email.
  - b. Password Requirements are: Minimum of 8 characters and must include at least one uppercase, one lowercase, and a number. Passwords cannot match your email address, first, or last name.
2. Select the Create Application button at the top center of the page and click on the Planning/Zoning folder.
3. Navigate to the desired application on the following pages. The application will be titled the same as it is on page 1 of this document.
4. Once you have found the correct application type, click on it once and select the Begin Application button.
5. Enter the application information:
  - a. Main: Subject property location (if applicable) and description of the request.
  - b. People: Your contact information. The email address provided will receive status updates on the application as it proceeds through the review process. You can add additional email addresses to receive status updates, but the provided email addresses must have a permit portal account.
  - c. App Form: Questions relating to the application.
  - d. Attachments: Upload a digital copy of this application and all required documents listed on page (1). Attachments must be .pdf format and named as they are listed on this application. **ALL REQUIRED DOCUMENTS LISTED ON THE APPLICATION MUST BE ATTACHED OR THE APPLICATION IS CONSIDERED INCOMPLETE.**
  - e. Payment: The required fee to submit. Please note: all credit/debit card transactions will incur a 2.75% processing fee. We encourage you to utilize one of our free options which include cash, check or e-Check.

You will receive a confirmation email once the application is submitted. If the application is incomplete or requires corrections, you will be emailed by a staff member requesting the information that is necessary to continue review. **AN INCOMPLETE APPLICATION WILL NOT CONTINUE TO BE REVIEWED AND CAN DELAY THE PROCESS.**

Communication from the portal system will originate from [cwmessenger@newbraunfels.gov](mailto:cwmessenger@newbraunfels.gov).

*If you have any questions, please contact Development Planning Division Staff at*

[Planning@NewBraunfels.gov](mailto:Planning@NewBraunfels.gov) or (830) 221-4050.