



SIGN CONTRACTOR REQUIREMENTS

New

Applicant must register their business name with the County Clerk at the County Courthouse located at 500 E. San Antonio, El Paso, Texas 79901 (915) 546-2071.

<http://www.epcounty.com/records.htm>

Applicant will bring a copy of the Assume Name Certificate to the Development Services Department, located at City Hall 5th floor, 2 Civic Center Plaza, El Paso, Texas 79901.

Applicant submits application at Development Services Department / Business Center, located at City Hall 5th floor, 2 Civic Center Plaza, El Paso, Texas 79901 (915) 541-4558.

<http://www.elpasotexas.gov>

Applicant is sent to Business Center with approved Sign Contractor application.

Business Center clerk checks all required paperwork submitted:

- ❑ **Sign Painting Only**
Attach copy of \$50,000 liability insurance only
- ❑ **On-Premises Off-Premise**
Construction, installation, servicing, and maintenance of signs and billboards - including electrical, when having appropriate electrical licenses.
Attach copies of \$50,000 General Liability Insurance and \$10,000 Bond
- ❑ **Inflatable Signs B-3**
- ❑ **Inflatable Signs B-4**
No Bond or General Liability Insurance required.

RENEWAL

Business Center mail out renewal notices one month before license expires.

Late renewals will incur a penalty fee.

Applicant submits required payment in person or via mail.

Business Center clerk issues license and customer is issued and/or mailed license and receipt.

LICENSE EXPIRES ONE YEAR FROM DATE OF ISSUANCE

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson