

City of  
Leander



## Open House Sign Permit Requirements

- Broker will fill out Broker Registration form and upload to MyGovernmentOnline Open House Sign online application.
- Realtors that are listed on Broker's Open House Sign permit may apply for ONE Open House Sign permit **per calendar year** after Broker has been issued their permit.

*(Fees are based on the number of signs to be permitted. One color-coded sticker per permitted sign will be issued and needs to be placed on bottom right corner of the front of the sign)*

Apply

Customer Portal

## **SECTION 3.08.012. PERMITTED SIGNS.**

### **A. Temporary Signs**

#### **(7) Open House:**

- a. Open House signs shall not be classified as bandit signs.
- b. Location – Open House signs shall not be placed in public right-of-way. They may be placed on private property with consent from the property owners.
- c. Registration Process:
  - a. The City shall adopt a registration process for real estate brokers or real estate offices to register their brokerage or office on an annual basis for compliance. As part of this registration process, each agent shall register a number of signs and purchase an annual permit for each sign.
  - b. Annual Permits: The annual permit shall include a registered identification number. Annual permits shall include the issuance of permit stickers for each sign.
- d. Violation of Ordinance: If open house signs are in violation of the ordinance, they shall be picked up by the Code Enforcement Officer and held for seven (7) days. Signs may be bought back from the City as outlined in the Fee Schedule. If signs are not picked up within seven (7) days, sign permits shall not be issued for the violator for the remainder of the calendar year.
- e. Time restricted – shall be erected no earlier than one (1) day prior to the time of the open house and shall be removed no later than one (1) day after the time of the open house.

*(this information copied from the City of Leander Code of Ordinances)*