



BUILDING PERMIT APPLICATION TEMPORARY SIGN

Date Applied: _____ Start Date _____ Permit Fee: \$150

PORTABLE SIGN [] BANNER [] DIRECTIONAL SIGN [] OTHER EXPLAIN _____

Job Address: _____

Where Sign to be placed _____

Tenant Name: _____ Phone: _____

Property Owner: _____ Phone: _____

- Apply at least **3 days prior** but no more than **10 business days prior** to start date in order to be approved by Neighborhood Services staff.
- Permits for temporary signs are valid for fifteen (15) days and must be removed by midnight on the date of permit expiration. Failure to remove the sign could result in the City issuing a citation and/or impounding the sign. Permit only for one sign, unless for a Grand Opening.
- Temporary signs may be placed only on commercially zoned property.
- Temporary signs must be at least fifteen (15') feet back from the curb and, if at an intersection, the sign may not be within a thirty-five (35) foot visibility triangle. If at a private driveway, it must have a fifteen (15) foot visibility triangle. Sign must be at least twenty-five (25) feet from any adjacent residential property.
- Permittee must obtain approval from the property owner to place the sign in addition to obtaining a City permit.
- No portable signs may be lit with rotating, blinking, or flashing lights.

SKETCH SIGN LOCATION ON BACK OF PERMIT APPLICATION

Show names of adjacent streets, location of existing buildings, signs and proposed signs.

Maximum Size of Sign is 50 square feet (5 x 10) per side

Maximum Letter Size is 1" stroke

Fluorescent Colors are prohibited

Portable Signs must be approved before being placed

Contractor Business Name: _____	Phone: _____
Contractor Email Address: _____	
_____	_____
Mailing Address	State Zip

Applicant Name: _____ Phone: _____

Applicant Email: _____

Signature: _____ Date: _____

(MUST BE LISTED ON CONTRACTOR REGISTRATION)