



TEMPORARY SIGN PERMIT APPLICATION

Business Name: _____ Current Business License No.: _____

Business Owner: _____

Property Address (Location of Sign): _____

Zoning Classification: _____ Tax Map & Parcel # _____

Signature of Owner/Applicant: _____ Phone Number: _____

Owner's email: _____

Is this a shopping center location? _____ (Yes) _____ (No)

Dimensions of Sign or Banner: _____ x _____ Square Feet: _____

Sign will be in this location from: **(Max. 30 Days)** _____ (Date) to _____ (Date)

Or three periods of 10 days each: _____

Are there other temporary signs at this location? ___ (Yes) ___ (No)

Is a drawing showing sign attached to this application? _____ (Yes) _____ (No)

(A drawing is required showing the location of each sign or banner on the property.)

LICENSE & INSPECTION DEPARTMENT

_____ (1st Qtr.) January, February, March

_____ (2nd Qtr.) April, May, June

_____ (3rd Qtr.) July, August, September

_____ (4th Qtr.) October, November, December

- ❖ A temporary sign may be located on property for a maximum of thirty (30) days during a calendar quarter.
- ❖ Temporary signs shall not exceed 40 square feet in area. The sign shall be set back a minimum of ten (10) feet from a public right-of-way line or 15 feet from any curb or edge of pavement.
- ❖ Temporary signs shall not extend above the building roofline.
- ❖ The permit fee for temporary signs is \$25.00.
- ❖ The inspection fee is \$15.00 per period.
- ❖ Approval/Denial of a permit application will be made within 5 working days of submission.

Previous # of temporary signs within the last 12 months: ___ (0) ___ (1) ___ (2) ___ (3) ___ (4)

Permit Approved By: _____ Inspected By: _____

Permit Denied By: _____

Reason for Denial: _____

Permit Fee and Inspection Fee Paid: _____ (Yes) _____ (No) Date: _____