

# TEMPORARY SIGN PERMIT CHECKLIST



## Project Information

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Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

## APPLICATION SUBMITTAL REQUIREMENTS

### REQUIRED FORMS:

- [Universal Application Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)

### REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents have been prepared and submitted for this application. ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

#### PROJECT DOCUMENTS:

- Proposed Sign Banner** - Prepare a scale drawing of the proposed banner indicating dimensions, colors, materials and size of letters. Also show method of installation and an elevation of where the banner will appear on the building. Photos may be used for elevations.
- Site Drawing** – Show the project site and indicate the location of the proposed sign.

### REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

## TEMPORARY SIGN PERMIT INFORMATION

Temporary signs are any sign which is temporary, incidental, and is used for the purpose of conveying information concerning goods, services, or facilities available on the premises in addition to permanent signs allowed under [Chapter 20-38 of the Zoning Code](#). Temporary signing shall be permitted to be displayed on site for a total of 14 consecutive days unless otherwise specified. The following temporary signs are permitted:

1. Informational signs pertaining to events or activities occurring on the premises such as holidays, special sales and promotions. The signing shall only be permitted on four occasions throughout a calendar year, 32 square feet each in total sign area and not more than two in number;
2. Temporary window signing, limited to a maximum of 25 percent of each window surface;
3. Temporary service station signs, such as merchandise display, promotions, and signs located on gasoline pumps;