



Temporary Sign Permit Application

(Site Plan Required)

Address of Project: _____

Applicant Name: _____ Phone: _____

Business Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Required Documents:

- ☐ Attach a drawing and/or picture of the proposed temporary sign.
- ☐ Attach a site plan showing the location of the sign and distance from property lines, building, etc.
- ☐ Temporary signs may be displayed for a maximum of up to four (4) periods per calendar year and are limited to 30 days for the first period and 20 days for the second through fourth periods, or one (1) period for 90 days per calendar year.
- ☐ Application fee of \$100

****Building Official will review and approve the plan before a permit is issued**

Requested			
Period 1	Select one temporary sign type:		Sign Size
	☐ Banner	☐ Sail/Feather	Sq Ft
	☐ Balloon/Inflatable		
Period 2	Select one temporary sign type:		Beginning Date: / /
	☐ Banner	☐ Sail/Feather	Expires: / /
	☐ Balloon/Inflatable		Approved Date: / /
Period 3	Select one temporary sign type:		Beginning Date: / /
	☐ Banner	☐ Sail/Feather	Expires: / /
	☐ Balloon/Inflatable		Approved Date: / /
Period 4	Select one temporary sign type:		Beginning Date: / /
	☐ Banner	☐ Sail/Feather	Expires: / /
	☐ Balloon/Inflatable		Approved Date: / /

I certify that I have read this application and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____