



Temporary Sign Permit

Version: February 2019

A minimum of the following items shall be submitted along with this application form:

1. Dimensioned drawing or photo of building elevation including building width and height, height of first floor, location and size of existing signage, and location and size of proposed temporary sign.
2. Colors of temporary sign (background, logo, letters, etc.) material and method of attachment to the building.
3. A color photo of the building face showing where the temporary sign(s) will be located.
4. Two (2) sets of colored plans at a minimum of 11" X 17".

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Nonprofit Organization No Yes

Name of Applicant: _____

Mailing Address: _____ City / State: _____ Zip: _____

Phone: _____ Email: _____

Temporary Sign Display Period: Start: _____ End: _____

Size of Temporary Sign: Length: _____ Width: _____ Total Area: _____ SQ. FT.

Applicants Signature: _____ Date: _____

FOR OFFICE USE ONLY

Receipt No.: _____ Fee Paid: _____ Approved Date: _____

Date Received: _____ Reviewed By: _____ Denied Date: _____

Conditions of Approval: _____
