

Application for

**TEMPORARY SIGN PERMIT**

Date: \_\_\_\_\_

Applicant Name (print) \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**Application for a Temporary Building Permit is hereby made to display a temporary sign:**

- (1) **New business enterprises:** From \_\_\_\_\_ to \_\_\_\_\_ **\$30.00 Fee**  
(30 days max.)
- (2) **First Anniversary** of new business: From \_\_\_\_\_ to \_\_\_\_\_ **\$30.00 Fee**  
(30 days max.)
- (3) **Lost sign** due to fire or other catastrophe: From \_\_\_\_\_ to \_\_\_\_\_ **\$30.00 Fee**  
(30 days max.)
- (4) **Replace sign during construction:** From \_\_\_\_\_ to \_\_\_\_\_ **\$30.00 Fee**  
(30 days max.)
- (5) **Limited activities** in connection with principal use or activity on the premises:  
  - For 7 days: From \_\_\_\_\_ to \_\_\_\_\_ **\$30.00 Fee**
  - For 14 days (counted as 2 permits): From \_\_\_\_\_ to \_\_\_\_\_ **\$60.00 Fee**
- (6) **Sign advertising price of merchandise:** From \_\_\_\_\_ to \_\_\_\_\_ **\$30.00 Fee**  
(24 SF max. face area)

**Sign Specifications:** \_\_\_\_\_ ft. high, \_\_\_\_\_ ft. long, \_\_\_\_\_ ft. wide. **Area** \_\_\_\_\_ **sq. ft.**

(Sign size: Exterior portable or temporary sign limited to 32 S.F. per face)

**Type:** \_\_\_\_\_ **Location:** \_\_\_\_\_ feet from front property line.  
(ground, A-frame, other)

\_\_\_\_\_ feet from side property line.

**Illumination:** \_\_\_\_\_ (No animated type of lighting permitted)

Part 7-8-10-B "No more than two temporary building permits for signs shall be issued within any calendar year for any business on the premises. Temporary signs shall not be allowed within multiple developments except as provided in Items #1, #2 & #3" (amended 1/16/2007)"

**FOLLOWING TO BE FILLED IN BY THE BUILDING DEPARTMENT:**

**Authorization is** (a) \_\_\_\_\_ Denied. Reason: \_\_\_\_\_

(b) \_\_\_\_\_ **Granted and subject to the following conditions:**

(1) \_\_\_\_\_

Copy: \_\_\_\_\_/Terr # \_\_\_\_\_ **Approving Inspector:** \_\_\_\_\_ **Permit #** \_\_\_\_\_