

TEMPORARY SIGN PERMIT PROCEDURES

1. Fill out in full the sign permit application by providing out department with the following information:
 - Applicant information
 - If applicant is not the property owner, the applicant must provide a written consent or other proof of authorization from the property owner
 - Property owner contact information
 - Sign Contractor information (individual or group erecting the sign)
2. Provide **ALL** sign details and designs on a layout (site/plot plan) for the location of the signs.
3. Provide the following with the sign permit application:
 - Show the location of the proposed sign on the lot and other nearby structures in relationship to the sign
 - Show the proposed size of the sign with the true dimensions
 - No sign may be placed in the right-of-way or easement, without authorization from the Board of Works & Public Safety.
4. Any denial of a permit by the Administration of the Department of Building, Planning, & Development for any sign or application for a variance from the Zoning Code shall be made to the Board of Zoning Appeals.

Note: Additional information may be requested prior to issuing any permits for signs.