

# Temporary Sign Regulations and Permitting

(2/21/2014)

## Permit required:

- All temporary signs on commercial property require a permit, except human signs.
- All temporary signs greater than eight square feet in area on residential property require a permit.
- Temporary signs less than eight square feet and on residential property do not require a permit.

## Regulations for Temporary Signs

- One temporary sign may be allowed for a two-week period. Six individual (two week periods) are allowed during a calendar year. Only one of these six periods may be a balloon or inflatable sign.
- Temporary signs shall not be placed in the public Right-of-Way.
- Temporary signs shall be on the business premise or lease space. If the lease space is confined to a tenant space of a multi-tenant building, then a temporary sign is only permitted on the façade of the tenant space.
- One temporary sign is permitted per viewable façade. Multiple temporary signs (where allowed) are not permitted on the same façade
- Temporary signs shall not impede doors, windows, exits or pedestrian traffic on public or private walkways. The sign shall be maintained in a good condition. Sagging, tattered, torn, dirty or faded banners are not permitted.
- All temporary signs must be printed and professional in appearance. No handwritten or spray painted banner signs are allowed.
- Banners may be erected on the building or as a freestanding sign (where permitted). The banner must be secured on all four corners to the building or to two columns/posts. The banner may not be erected on a tree, landscaping or fence.
- Temporary signs may not be larger than 32 square feet (Balloon signs may be up to 96 square feet as defined by measurement standards in Sec. 77-512.C of the RDC).
- Temporary signs are limited to a two-week period with the following exceptions:
  - Balloon signs are limited to a seven-day period.
  - On undeveloped and developing sites, a ground sign may remain until the site reaches 90 percent occupancy but the permit must be renewed every six months to ensure the sign is still in good condition and 90 percent occupancy has not been reached.

## Permit application:

- The permit application fee is 25 dollars and can be made at 3901 Main Street (This excludes off-site direction signs which are 150 dollars for a year and permitted by Code Enforcement).
- Each application may include up to six periods (for one calendar year) with a single 25 dollar fee. You will need to provide the dates that all temporary signs will be posted at the time of application. Any changes to the original permits requested or subsequent requests will result in another 25 dollar application fee.



Example of a temporary sign



Example of an inflatable temporary sign



Example of a temporary ground sign on a developing site

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<b>EXCERPT FROM TABLE 5.12-1: SPECIFIC SIGN REGULATIONS</b>					
	<i>Number Allowed</i>	<i>Max. Area</i>	<i>Max. Height</i>	<i>Max. Width</i>	<i>Other Restrictions</i>
<b>TEMPORARY SIGNS</b>					
<b>Banner signs</b>	1 per façade viewable from a public street, parking area, or other public space.	32 sq ft	N/A	N/A	Limited to a two-week period six times per calendar year per premise. Signs must be kept on the business premise defined as the lease space or lot. Signs larger than eight square feet must be setback 10 feet from the property line.
<b>Development Ground Signs</b>	1 per premise. Additional signs allowed for each additional 150 feet of frontage.	32 sq ft	15 ft	N/A	Signs larger than eight square feet must be setback 10 feet from the property line. All others must be setback three feet from the Right of Way. Distance between signs shall be 150 feet. On developed sites this counts to the two-week period six times per calendar year. On undeveloped or developing sites the sign may be posted until the site is developed and achieved 80% occupancy.
<b>Off-Site Directional Signs</b>	N/A	1 sq ft	3 ft	N/A	Sign must be at least three feet back from the curb and not in the Right of Way. Signs may not be placed earlier than noon on Friday and must come down no later than noon on Monday. If a holiday falls on Monday or Friday the sign may be extended an extra day. Signs may not be illuminated. Placers of signs shall have operating appropriate flashing lights and reflective tape on the vehicle and trailer when placing such signs.
<b>Balloon or inflatable</b>	1 per premise	96 sq ft <sup>1</sup>	20 ft	N/A	Limited to a seven day period that counts toward the six times per year two week limit on temporary signage. Balloons or inflatable signs are allowed once per year.
<b>Human Signs</b>	N/A	N/A	N/A	N/A	Must be at least 5 feet from the curb line and are prohibited from standing in street medians.