



Banner Permit Worksheet

Time allowances and fees:

A business may have banners installed on the exterior wall of their store or tenant space for a total of 120 days per calendar year.

The 120 days may be used all at once or divided out into four 30 consecutive day increments.

You may obtain one permit for the whole calendar year for \$50 or a permit for each time frame at \$50 each

Please provide the exact start and end dates the banners will be displayed:

1. Start _____ End _____
2. Start _____ End _____
3. Start _____ End _____
4. Start _____ End _____

If you need to change these times after the permit is issued, call and inform us of the revised dates.

Sizes:

The maximum sizes are:

- **60** square feet for a banner hung on the wall of a building. Top of banner is not to exceed the roofline of the building.
- **16** square feet for a freestanding banner. Top of banner is not to exceed four (4) feet from grade. The banner must be attached to a solid perimeter frame in such a manner that the banner is taut and does not fold over. A larger special event freestanding banner is allowed for **3 consecutive days up to 60 square feet**.

How big is the banner you will be using? _____ Square feet

Are you installing a banner on the wall of the store or will it be freestanding? _____

Please note: The code allows one (1) freestanding sign per street frontage and/or one (1) wall sign. *(Tip: This means you may have two banners installed at the same time but one must be on the wall and the other must be freestanding. Two banners displayed at once counts as two of the 30 day use allowances.*

Location

- A **site plan** is needed showing the location of the banner. The banner must be on private property. Staff can print a map of your business location if needed.
- Banners shall not be hung from another sign structure, landscaping, utility pole, or similar structure.

Banner appearance and maintenance:

- Materials: Banners must be made of durable mylar, nylon fabric, or similar material.
- Colors: Banner lettering, images and background colors may be any color, including black or white, except fluorescent or iridescent colors.
- The sign appearance shall be professional, neat and legible.

Additional Notes:

We recommend you check with your landlord or property manager for private rules and restrictions that may or may not allow temporary signs.