

	STANDARD OPERATING PROCEDURE Development & Infrastructure Services	Number: 1-16
Subject: Banner Sign Permit Process		Approval Date: May 15, 2009
Approval: Chuck King, Building Official		Effective Date: May 15, 2009

1.0 PURPOSE

To establish the permit process for banner signs.

2.0 DISTRIBUTION

Public, Development & Infrastructure Services (DIS) Personnel

3.0 REVISION HISTORY

January 2011
 August, 2015

4.0 CODE REFERENCE

5.0 POLICY

Banner permits shall be processed as an over-the-counter permit whenever possible. The steps are as follows:

1. A Permit Technician shall initiate the application and collect the required fee.
2. The Zoning Plans Examiner shall review the permit application over the counter, enter the dates for display in the description area of the permit and approve the permit if it meets allowable criteria of the Zoning Code.
3. A Permit Technician shall issue the permit upon approval of the Zoning review and update the status to "issued" in the permit system.
4. A Permit Technician shall schedule an inspection request for the "Zoning Completion" and "Permit Final" on the first business day after the banner permit is scheduled to expire.
5. Applicants who are eligible to extend the time that the banner may remain in place shall complete application and pay applicable fees prior to expiration of the initial permit. Inspections shall be re-set accordingly.

An inspection card will not be issued and the permit will not be mailed to the applicant. The signed permit application will be the only record required. The applicant may access the online permit system if they need documentation.

The Zoning Inspector shall inspect and verify removal of the banner and complete the inspection report in the permits system. If approved, the status shall be changed to "finaled" in the permit system. This will effectively close out the permit.