



TEMPORARY Banner / Balloon / Window Sign / PERMIT
Division of Planning and Urban Design

THIS FORM BECOMES YOUR PERMIT AFTER IT IS APPROVED AND THE PERMIT FEE OF \$50.00 IS PAID. APPROVAL IS ONLY VALID FOR THE DATES SPECIFIED ON THIS FORM.

FILE #

NAME OF BUSINESS: PHONE:

ADDRESS:

LOCATION OF SIGN / PROMOTION (IF DIFFERENT FROM ABOVE):

NAME OF APPLICANT: PHONE:

ADDRESS:

TYPE OF EVENT (GRAND OPENING, SPECIAL PROMOTION, ETC.):

DATES OF EVENT AND / OR SIGN DISPLAY:

DATE RANGE: TO

TYPE OF SIGN: BALLOON BANNER WINDOW

STATE EXACTLY HOW THE SIGN WILL READ:

- MUST PROVIDE A CERTIFICATE OF USE OR LOCAL BUSINESS TAX RECEIPT
ATTACH A DIMENSIONED DRAWING OF THE PROPOSED TEMPORARY BANNER/SIGN
BANNER/BALLOON SIGNS:
* TOTAL SIGN AREA CANNOT EXCEED FIFTY (50) SQUARE FEET
* NO MORE THAN TEN CONSECUTIVE DAYS AND NOT MORE THAN THREE TIMES IN ANY TWELVE MONTH PERIOD
WINDOW SIGNS:
* CANNOT EXCEED FOUR (4) SQUARE FEET
* NO MORE THAN 30 CONSECUTIVE DAYS AND NOT MORE THAN TWICE IN A 12 MONTH PERIOD

A certificate of insurance in the amount of \$100,000/\$300,000 bodily injury and \$25,000 property damages is required from all contractors installing balloons. A copy of this certification must be attached to this application.

SIGNATURE OF APPLICANT: DATE:

APPROVED BY: PLANNING AND URBAN DESIGN PERSONNEL PLANNING AND URBAN DESIGN MANAGER or Designee