



**APPLICATION FOR A PORTABLE OR TEMPORARY  
SIGN PERMIT**

**I. Applicant Information**

Name of Property Owner \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**II. Sign Information**

Business Name \_\_\_\_\_

Location/Address of Temporary Sign \_\_\_\_\_

Dates of Sign Display: From: \_\_\_\_\_ To: \_\_\_\_\_ Number of days of display: \_\_\_\_\_

Sign Size \_\_\_\_\_ ft by \_\_\_\_\_ ft = \_\_\_\_\_ sq. ft. Height from grade \_\_\_\_\_ ft. Electric?  Yes  No

Sign Type:  Attached  Detached

**APPLICATION MUST INCLUDE (CHECK IF ATTACHED)**

- Plot plan showing placement of proposed sign in relationship to closest property line(s) and building(s) if detached.
- Elevation drawing showing location and size of the sign/banner in relationship to the facade if the sign or banner is to be attached to a permanent building.
- Application must include proposed sign dimensions, including total height from ground. All site plans and elevations must be drawn to scale.

**III. Applicant Certification**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO ACKNOWLEDGE THAT PROVIDING INACCURATE INFORMATION ON THIS APPLICATION MAY INVALIDATE THE APPLICATION OR SUBSEQUENTLY APPROVED PERMIT.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

<i>For Office Use Only</i>	
PERMIT NUMBER _____	APPLICATION NUMBER _____
DATE FILED _____	FEES PAID \$ _____
RECEIPT NUMBER _____	PARCEL NUMBER _____ ZONING _____
BY _____	TITLE _____

***What paperwork is required to apply for a portable or temporary sign permit?*** The sign permit application and a drawing of the site plan or a drawing of the building façade is needed.

***What are the size limitations for a portable or temporary sign?*** Detached temporary signs and banners cannot exceed 50 square feet in area each side, nor can the total height exceed six (6) feet for freestanding signs. Attached temporary signs or banners cannot exceed 10% of the area of the façade on which they are mounted, not to exceed 50 square feet.

***Where can I place a portable or temporary sign?*** Such signs must be placed on the property for which the sign or banner is advertising. Signs can usually be placed anywhere on the property that does not interfere with required off-street parking, pedestrian traffic, or where it would adversely affect traffic visibility; such signs cannot be placed anywhere in the public right-of-way (refer more specific questions to GIS or Community Services Department staff).

***How many portable or temporary signs can I have on my property at one time?*** Generally, only one; however, some properties are allowed more than one depending on property size and location in relationship to streets (refer more specific questions to GIS or Community Services Department staff).

***How must the property be zoned?*** Generally, any property not used as a residential dwelling can have a portable or temporary sign (refer more specific questions to GIS or Community Services Department staff).

***How long can I have a portable or temporary sign?*** Each business or activity is allotted up to 105 days (15 weeks) per calendar year of temporary sign display. Attached temporary signs or banners are allowed an additional 35 days per calendar year, for a total of 140 days (20 weeks). The display period cannot exceed 35 consecutive days (a lapse of seven days must occur before another temporary sign can be displayed).

***What happens if I do not remove my temporary sign or banner when the permit expires?*** A penalty of 20 days per calendar year may be subtracted from your business or activity's yearly allotment of display days if a temporary sign is not removed when the permit expires, or if a sign is displayed without a permit on record.

***What is the fee for a portable or temporary sign permit?*** \$10.00 each three (3) week increment. Applicants who chose to combine increments will be required to pay all fees before the permit is issued, i.e. pay a \$20.00 fee for a six (6) weeks – or 42 days - of display time.

***How long does it take for approval?*** If the application is complete and accurate and the accompanying site plan or elevation drawing is clear and to scale, GIS or Community Services Department staff can usually have the application approved within 1-2 working days.