



TEMPORARY SIGN PERMIT APPLICATION

No Application Fee

1 A Temporary Sign Permit is required for all temporary signage and Grand Opening signage (i.e. banners, teardrop banners, inflatables and H-frame type signs). See [Municipal Code](#) Sections 16-9-130 and 16-9-135 for details about temporary signage.

2 **PROPERTY ADDRESS:** _____

BUSINESS OWNER/APPLICANT:

Name(s): _____

Company: _____

Address: _____

Phone #: _____ Email: _____

PROPERTY OWNER:

Name: _____

Address: _____

Phone #: _____ Email: _____

3 **GRAND OPENING:** ____ yes ____ no *check one

If 'no', continue to Step 4; If 'yes' fill out the below check list.
The 14 day Grand Opening display does not count against the temporary sign allowance.

Choose two (2) of the following (indicate quantity):

____ banner signs (limit 2)	____ small inflatable and/or one (1) of the following:
____ teardrop banner	____ one large inflatable (limit 7 days)
____ pennants, streamers, string of lights, etc.	____ one searchlight (limit 3 days)

4 **Check one:** ____ Major tenant ____ Minor tenant ____ Large-scale tenant

Square footage of business: _____

Sign type (indicate quantity):

____ banner signs (limit 2)	Sign size: ____ wide x ____ tall = _____ total sq.ft.
____ teardrop banner (# based on sq.ft.)	Sign size: ____ wide x ____ tall = _____ total sq.ft.
____ freestanding H-Frame type signs (limit1)	Sign size: ____ wide x ____ tall = _____ total sq.ft.

Inflatable ____ small; ____ large (limit 1 for up to 7 days)

____ Other type of sign (specify): _____

Sign limitations (Sec. 16-9-130 of the Municipal Code):

- Banner-type signs shall not exceed three (3) feet tall by fifteen (15) feet wide and forty-five (45) sq.ft.; not to exceed the width of the subject building elevation.
- Freestanding H-Frame type signs are limited to a maximum of six (6) sq.ft. in area per side; not to exceed two (2) sides per any one (1) sign.

Sign material(s): _____

Banner-type sign location – elevation(s): ____ North ____ South ____ East ____ West

**Include an exhibit showing the location of all temporary signage applied for. Please note that temporary signage shall not be permitted in the public rights-of-way.*

DATES APPROVED FOR TEMPORARY SIGN PERMIT

BUSINESS:

CALENDAR YEAR:

No temporary sign shall be erected or displayed for longer than sixty (60) days per calendar year. Such sixty (60) days may be utilized consecutively or on intermittent dates as specified on the approved sign permit. The applicant shall remove any temporary signs on or before the expiration date specified on the approved permit.

Grand Opening dates: ____/____/____ to ____/____/____ Limit of 14 days

Large inflatable dates: ____/____/____ to ____/____/____ Limit of 7 days in a 6-month period

Searchlight or beacon dates: ____/____/____ to ____/____/____ Limit 3 days

DAY	DATE	DAY	DATE	DAY	DATE	DAY	DATE
1		16		31		46	
2		17		32		47	
3		18		33		48	
4		19		34		49	
5		20		35		50	
6		21		36		51	
7		22		37		52	
8		23		38		53	
9		24		39		54	
10		25		40		55	
11		26		41		56	
12		27		42		57	
13		28		43		58	
14		29		44		59	
15		30		45		60	

Applicant Signature:

(Please email completed application and materials to planningtechs@windsorgov.com)

Office Use Only

Approved: ____ Yes ____ No

Permit Technician Signature:

Date: