



# COMMUNITY DEVELOPMENT

## Temporary Sign Permit Application

DATE RECEIVED \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

Name of Business _____		Property Address _____	
Business Owner's Name _____		Business Contact (If Different) _____	
Street Address _____		Primary Telephone _____	
City _____	State _____	Zip Code _____	Email _____

Number & Type of Temporary Banner(s) for Permit			Method of Display	
Type	Number	Square Feet		
Commercial Banner <small>(Section 8.9.1)</small>			Ground Mounted Using Temporary Posts	<input type="checkbox"/>
Town-Wide Event Banner <small>(Section 8.9.2)</small>			Attached to Building Storefront	<input type="checkbox"/>
Public Service Announcement <small>(Section 8.9.3)</small>			Attached to Existing Pylon Pole Sign	<input type="checkbox"/>
Sandwich Board <small>(Section 8.9.4)</small>			Flag Pole(s)	<input type="checkbox"/>
<b>Totals:</b>			<b>Start Date of Display</b>	
			<b>End Date of Display</b>	

**A MAP OR PHOTO INDICATING SIGN PLACEMENT LOCATION(S) MUST BE ATTACHED TO THIS PERMIT**

**General Restrictions:**

- › No banners may be placed on any right-of-way.
- › Signs shall not block, restrict or impair the public's view of another business or activity, the public's view of the signage for another business or activity, the view or visibility of the operator of any motor vehicle, or the movement of any pedestrian or motor vehicle.
- › Banners must be professionally made and securely attached at all corners.
- › Damaged banners must be removed promptly.
- › Posts must be removed when the temporary sign is taken down.

**Signs, Banners and Flags Exempt from Permitting:**

- › Any non-commercial flag, badge or insignia customarily displayed by any private property owner, government or governmental agency, or by any charitable, civic, fraternal, patriotic, religious or similar organization;
- › Customary temporary lighting and displays as part of holiday decorations;
- › One (1) For Sale, Rent, or Lease sign not to exceed 3 square feet, non-illuminated; or
- › Lettered window signs in commercial and industrial zoned districts not to exceed 20% of the window area.

I have read and understand the city's ordinance pertaining to temporary advertisements as described herein.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

permitting@brandonms.org



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## Temporary Sign Permit Additional Guidelines



### Commercial Banner Guidelines – for special events, promotions, sales, etc.

- › **Number:** Limit of one (1) with the following exceptions:
  - Corner lots may have 2 banners on opposite ends of the lot
  - Lots greater than 3 acres may have up to 3 banners a minimum of 30' from one another
  - A building with multiple businesses may have 2 banners at any time
- › **Time Limit:** Allowed for **30 consecutive days** no more than 6 times per calendar year; must be removed from display a minimum of 15 days before obtaining a new permit. A commercial banner in the VMU (Downtown) District is allowed for **10 consecutive days** no more than 8 times per calendar year; must be removed from display a minimum of 15 days before obtaining a new permit.
- › **Size:** Limited to **32 square feet** per banner; maximum height of 5 feet.
- › **Location:** Must be placed on premise, set back from the right-of-way at least 5 feet.
- › **Permit Fee:** \$30.00 per banner.

### Town-Wide Event Banner Guidelines – for parades, festivals, car shows, etc., that offer equal opportunity for participation.

- › **Number:** Limit of five (5)
- › **Time Limit:** Allowed for **30 consecutive days** no more than 6 times in a calendar year, must be removed from display a minimum of 15 days before obtaining new permit.
- › **Size:** Limited to **32 square feet** per banner, maximum height 5 feet.
- › **Location:** The desired display location(s) must be APPROVED when the permit is issued.
- › **Permit Fee:** \$30.00 per banner; no fee for non-profit organizations

### Public Service Announcement Banner Guidelines – for announcements by government or non-profit agencies that serve the public interest.

- › **Number:** Limit of five (5)
- › **Time Limit:** Allowed for **30 consecutive days** no more than 6 times in a calendar year, must be removed from display a minimum of 15 days before obtaining new permit.
- › **Size:** Limited to **32 square feet** per banner, maximum height of 5 feet.
- › **Location:** The desired display location(s) must be approved when the permit is issued.
- › **Permit Fee:** None

### Sandwich Board Signs (VMU [Downtown] District Only) – a freestanding temporary sign displayed outside a business to advertise the business, house of operation, an event, promotion, etc. (excluding real estate signage). It is not intended as permanent business signage.

- › **Number:** Limit of one (1) per street frontage
- › **Time Limit:** Allowed only during business hours
- › **Size:** Limited to **7 square feet** per sandwich board
- › **Location:** On sidewalk directly in front of the associated establishment
- › **Permit Fee:** None