

Information Sheet Temporary Signs

1. Temporary signs for office districts, shopping center districts, neighborhood commercial districts, general commercial districts and OG districts require a permit.
2. Prior approval by the City and a permit are required for all temporary signs except for the following:
 - a. Show window signs in SC-1, C-1 and C-2 districts only; show window signs do not require design review commission approval.
 - b. One real estate window sign advertising the premises for sale, rent or lease.
 - c. Posters advertising charitable or non-profit events and other events which serve to inform the public about an event of general interest.

The exempt signs must comply with the provisions outlined in the ordinance.

3. The Director of Economic and Community Development is authorized to approve the following temporary signs:
 - a. One construction sign per project.
 - b. One real estate sign per street frontage or two signs side by side not exceeding the total allowable area.
 - c. One sign, announcing openings, per street frontage except the design review commission may allow additional signs for multiple tenants and in SC-1 zoned projects.
 - d. Seasonal or special occasion signs such as special events and special business hours during holiday periods.
 - e. New project real estate sign. One sign per street frontage for a maximum period of one year.

These signs must be in compliance with every provision of the Temporary Sign Ordinance. Requests that are not in total compliance must be approved by the Design Review Commission (DRC).

4. Street banners must be approved by the Board of Mayor and Alderman. Other banners must be approved by the DRC. Banners are not allowed for individual businesses for any purpose.
5. Temporary sign application forms are available at the Economic and Community Development Office, 1920 Germantown Road South.
6. For information pertaining to temporary signs, contact Code Compliance at 757-7263.

Notes:

- a. Approved signs cannot be changed or altered in any manner. If they are, the approval and permit will be invalid.
- b. Permit fee for temporary signs is \$30.00. Fees are subject to change.
- c. Code Compliance is legally authorized to remove any temporary sign in violation without notice.