

TEMPORARY SIGN REGULATIONS

Commercial and Industrial Zoning Districts ([Section 21.06.700](#), last updated April 7, 2014)

General Regulations:

1. The illumination of temporary signs shall not be permitted except in the event of a temporary panel or translucent banner placed on an existing sign.
2. All temporary freestanding signs shall be ground-mounted, not portable or wheeled.
3. Temporary freestanding signs shall not exceed a maximum height of ten (10) feet.
4. All temporary signs shall be located entirely on the subject property.
5. All temporary wall banners require landlord approval and shall be mounted in such a way that they will not permanently damage the façade.
6. Temporary construction signs may be permitted on fences provided they are made of durable materials. Banners on fences shall not be permitted.
7. The total area of all such freestanding signs shall be thirty-two (32) square feet, with the exception of wraps or panels on existing signs. The square footage may be divided into a maximum of four signs. For wall signs, the maximum area shall be no greater than the maximum permanent wall sign size.

Regulations for Specific Types of Signs:

1. Public interest signs publicizing a charitable or nonprofit event of general public interest. Such sign may be erected only on private property. Public interest signs shall be permitted fourteen (14) days before the event and removed within seven days after the event to which it pertains.
2. Grand Opening: New or expanding business signs of a temporary nature shall conform to the following:
 - a. Except as provided for in this Title, no more than one sign per frontage may be erected in a commercial, office or industrial district. Such signs must conform to the location and construction requirements of this Title.
 - b. Any such sign may be displayed for sixty days.
3. Special Event: An event of less than four weeks duration sponsored and/or run by a commercial enterprise in connection with seasonal sales or other special offers;
 - a. Except as provided for in this section, no more than one sign per frontage may be erected in a commercial, office or industrial district. Such signs must conform to the location and construction requirements of this Title.
 - b. Any such sign may be displayed for a maximum of twenty-eight (28) days.
 - c. A business may display temporary signs up to four times in a calendar year. Each such display period requires a new permit, with a minimum of 30 days between permits.
 - d. The signage must clearly be associated with a special event. Signs identifying only the name of the business shall not be permitted.
 - e. Inflatable figures may be permitted, provided that they do not exceed ten (10) feet in height, width, or depth. The permit application must clearly identify the source of electricity, and location of associated power cables or blowers.
4. Construction Project Signs. One sign per frontage denoting the name of the project, architect, engineer, contractor, and/or lending agency of the project. Such sign shall not exceed thirty-two (32) square feet, nor shall such signs be erected prior to the beginning of construction. V-type signs are permitted. Such signs shall be removed upon completion of construction.

Residential Zoning Districts ([Section 21.05.700](#), last updated April 25, 2005)

1. Public interest signs publicizing a charitable or nonprofit event of general public interest. Such signs may be erected only on private property. Such signs shall be limited to thirty-two square feet. Public interest signs shall be permitted only for fourteen days before and removed seven days after the event to which it pertains.
2. Construction Project Signs: One sign per frontage denoting the name of the project, architect, engineer, contractor and/or lending agency of the project. Such sign shall not exceed 16 square feet per sign face, nor shall such sign be erected prior to the beginning of construction. For a project with a total site area greater than one acre, a maximum sign area of 32 square feet per face shall be permitted. V-type signs are permitted. Such signs shall be removed upon completion of construction.

TEMPORARY SIGN PERMIT APPLICATION

Separate form required for each sign - other required materials must be attached

Project/Business Name: _____ Address: _____

SIGN INFORMATION

Event Type: Grand Opening Special Event Other: _____

Sign Type: Post/Panel Banner Other: _____

Display Dates: _____
(Please indicate all days being requested)

The following documents must be included with this application:

- Site plan, survey or map image showing the location of the freestanding temporary sign on the subject property.
- Photograph or rendering showing the location of the temporary wall sign/banner on the subject building/exterior wall.
- Sign plan/drawing illustrating the proposed temporary sign, including dimension (a photograph of the temporary sign may be acceptable, subject to the determination of the Planning Division Staff).

CONTACT INFORMATION

Petitioner: All correspondence will be sent to the Petitioner identified below.

Name: _____ Phone: _____

Address: _____

Email: _____

Property Owner: Owner authorization required for wall mounted signs or extended display periods.

Name: _____ Phone: _____

Address: _____

Email: _____

PERMIT INFORMATION (OFFICE USE ONLY)

Date Received: _____ Reviewed By: _____

Date Approved: _____