

GUIDELINES TO TEMPORARY COMMERCIAL SIGNAGE

A permit is required for all banners. The permit approval is good for as long as the business has a valid business license and the banner is maintained in good repair. The banner permit application is attached and shall be accompanied by the following information:

**Approval Process**

Written approval from the property owner or authorized agent shall be submitted along with a picture of the building wall occupied by the tenant. Dimensions of the wall(s), height and length of the occupied space, as well as the dimensions of the temporary sign at the time of submittal must also be submitted.



**Allowed:**  
Well-maintained, wall-mounted banners



**Not allowed:**  
Ill-maintained banners with signs of deterioration, not attached to the building wall.



**Not allowed:**  
More than two banners per wall



**Not allowed:**  
Banners should not cover or interfere with windows.

**Location and Installation**

Banners shall be attached to buildings unless otherwise specified in this section. The banners shall be securely fastened at all four corners to the wall of the building on which it is located. The method of attachment shall prevent the banner from flapping in the wind. Banners shall also be displayed only on the wall(s) of the building space occupied by the business advertised on the banner. Banners shall not cover or interfere with windows, doors, lighting fixtures, architectural treatments to the building, or other permitted signs. A copy of the approved temporary sign permit shall be displayed in a conspicuous place on the premises in full public view for as long as the permit is in effect.

**Size**

No more than one banner per wall and two banners per business. Each promotional advertising banner shall not exceed ten percent (10%) of the area of the building elevation occupied by the business on which it is placed, unless otherwise prohibited or regulated by an approved Sign Program for the commercial center. (height by length = area, area by .10 (10%)= allowed size of banner)

**Maintenance of Banners**

Banners shall be maintained free from deterioration, disrepair or other condition that would create a nuisance.

**Temporary Banners for New Businesses**

Temporary banners used to identify new businesses require a permit and approval. A temporary banner to identify the new business shall only be allowed during the first 60 days of the issuance of a Certificate of Occupancy. A banner may not serve as the permanent wall identification sign.

**Prohibited Signage**

The following is a listing of prohibited signs per Municipal Code 9.12.050: Roof mounted signs extending above the eave or parapet line, vehicle signs placed or attached to a vehicle or trailer, portable signs including A-frame signs, and signs located within the public right-of-way.



**Not allowed:**  
Portable and/or temporary signage prohibited in the public right-of-way.



**Allowed:**  
Banners attached to building walls.



**Allowed:**  
Two banners maximum, one per elevation.



**Not allowed:**  
Signs attached to vehicles or trailers are prohibited.