

TEMPORARY SIGNS PLACED IN THE CITY RIGHT-OF-WAY ARE SUBJECT TO REMOVAL WITHOUT NOTICE TO THE SIGN OWNER.

Banner Sign – a temporary sign hung on the exterior of a building, either with or without a frame, and possessing characters, letters, illustrations or ornamentations applied to paper, plastic or fabric or any kind; excluding flags of political, professional, religious, education or corporate organizations.

- Banner signs are to be used as supplemental signs only. Permanent signs are required prior to issuance of a banner permit, except new occupants may erect a banner sign for a maximum of 75 days while waiting on a permanent sign to be manufactured.
- Banner signs may be displayed a total of four 30-day display periods per calendar year.
- The permit fee is **\$75.00** per display period.
- One sign per business in multi-tenant buildings; two signs per business in freestanding buildings.
- Banner signs shall have a Certificate of Flame Resistance when placed over combustible materials.
- Banner signs shall not impede doors, windows, exits or pedestrian traffic on walkways, and may not be installed on fences, utility poles, fence posts or vehicles. **The bottom edge of a banner shall not be hung between columns or below a soffit or top of an arcade, gallery, portico, colonnade or other pedestrian passageway.**
- **Banners shall be secured at all four corners to the building face, hung taught and evenly, and maintained in good condition.** Sagging, tattered, torn, dirty or faded banners are not allowed.
- Off-premise banner signs are not allowed.
- **Banners are prohibited on the same street frontage where movable signs or bay banners are in use.**

Bay Banner Sign – a type of window sign constructed similarly to a banner and hung inside the building within 10 feet of a bay door through which vehicles enter the building for service. No permit is necessary; however, **bay banner signs may not be used on the same street frontage where banners are in use.**

Vertical Banner Sign – a type of banner sign that is mounted to a light standard in a vertical orientation by a frame at two or more edges, and which is used on-premises or by the City in the public right-of-way of streets within a special district being promoted, an area in connection with an event being commemorated, or in gateways designated by the Director.

- Vertical banner signs shall be mounted only to permanent, working light standards in the approved parking lot of the premises. Vertical banners are not allowed to be mounted on any other structures.
- The number of on-premise vertical banners is limited to one vertical banner for every two light standards on the premises.
- The maximum area of a vertical banner shall be 20 square feet. Dual banners of equal size mounted to opposite sides of the same light standard and not exceeding a total of 20 square feet shall count as the equivalent of one banner.
- All vertical banners on the premises shall be set at a uniform height. The minimum height above grade to the bottom edge of a vertical banner shall be 10 feet. The minimum height of a vertical

banner erected entirely above a raised and landscaped parking lot divider, median or island or other landscaped bed may be reduced to nine feet above grade.

- Vertical banners shall be constructed of a minimum 13-ounce, heavy duty vinyl material or a material approved by the Building Official with equivalent characteristics of strength and durability.
- Vertical banners shall be mounted using approved hangers and hardware specifically manufactured or listed for hanging vertical banners from light standards.
- Vertical banners may be displayed for a 120-day period. All vertical banners authorized on the premises shall be covered by a single permit and have a common expiration date. **Adding new vertical banners while a permit is active shall not extend the display period.** No waiting time is required between display periods.
- The permit fee shall be **\$100.00** per display period or any part thereof. An applicant may obtain a permit for three successive display periods (one year) for **\$250.00**.

Movable Signs

Swooper Flag – a temporary, freestanding, vertical sign consisting of a loose polyknit sign face that flutters in the wind from a harpoon-style pole or staff driven into the ground for support, or having a crossbar base suitable for standing or weighting the sign securely on a hard surface.

Teardrop Sign – a temporary, freestanding, vertically-tapered sign consisting of a semi-rigid membrane sign face on a wire or metal rod frame and tipped with a ground spike, or having a crossbar base suitable for standing or weighting the sign securely on a hard surface.

- **Movable signs are not permitted within the Office, Civic, Industrial and form-based zoning districts.**
- Swooper flags and teardrop signs shall have a maximum size of 30 square feet and shall not exceed 15 feet in height above grade.
- Movable signs are prohibited in the public right-of-way.
- Each business may display a maximum of two movable signs per street frontage, regardless of the size of the premises. **Such signs may be displayed only on the days of Friday through Sunday and on official holidays.**
- **Movable signs are prohibited on the same street frontage where banners are in use.**
- A movable sign shall be located a minimum of 10 feet from any other movable sign.
- The permit fee for movable signs is **\$200.00** annually per business and shall be subject to renewal on **October 1** of each year. Said permit is not transferrable.
- Movable signs shall be maintained in good condition. Sagging, tattered, torn, dirty or faded signs are not permitted and shall be promptly removed or replaced.

TEMPORARY SIGNS Summary of Regulations

Type of Temporary Sign	Cost of Permit	Duration of Permit	Number Allowed	When signs may be displayed ...	Signs may NOT be displayed ...
Banner	\$75	30 days (maximum of 4 periods per year)	Freestanding building = 2 Multi-tenant building = 1 per tenant	Any day	<ul style="list-style-type: none"> ▪ Without permanent signage ▪ On same street frontage with bay banners or movables ▪ Off-premises
Bay Banner	None	No limit	1 per bay	Any day	<ul style="list-style-type: none"> ▪ On same street frontage with banner
Vertical Banner	\$100 — \$250 —	120 days One year	1 per every two light standards	Any day	<ul style="list-style-type: none"> ▪ Off-premises
Movable (limited to swoopers and teardrops only)	\$200	One year	2 per business	Friday – Sunday + official bank holidays	<ul style="list-style-type: none"> ▪ On same street frontage with banner ▪ Off-premises ▪ Closer than 10 feet to another movable
Other size and height limitations apply. Check with the Building Inspections Division for a complete description of applicable regulations.					



Banner



Bay Banner



Vertical Banner



Movable – Teardrop



Movable -- Swooper