

Portable Sign Permits

What is the Definition of a Portable Sign?

Portable Signs shall mean signs or poster boards of any material which are capable of being moved by one person without machinery from one location to another for the purpose of advertisement or announcement for business or other purposes. The term "portable sign" includes, but is not limited to, signs mounted on trailers and signs mounted on frames placed on the surface of any lot.

Temporary Signs shall mean a sign, banner or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard or other light material with or without frames intended to be displayed for a short period of time. Portable or wheeled signs shall be considered a temporary sign regardless of whether the sign contains letter or a message. Balloons, fan driven socks, or gas filled objects shall be considered temporary signs.

Is a Permit Always Required?

A permit must be secured from the Public Works Department for portable signs to be used on any premises.

Where Do I Go to Get a Permit?

Portable sign permits may be obtained at the Public Works Department, located in the Water Tower, 7800 Virgil Anthony Sr. Boulevard.

Is There a Permit Fee?

The permit fee for one time at one location shall be \$65.00. No more than six (6) permits per calendar year shall be granted for location of each portable sign allowed on any platted lot provided. There shall be a 30-day interval between the placement of portable signs.

On multiple use property, such as shopping centers, six (6) permits per year for location of a portable sign on the multiple use property may be granted to any business located on such property. There shall be a 30-day interval between the placement of portable signs.

What Happens If I Fail to Get a Permit?

Placement of a sign without first obtaining a permit shall constitute a violation and a citation may be issued. Failure to move a portable sign upon expiration of the authorized period shall constitute a violation. If any portion of the portable sign is found on public or private property without permission of the owner thereof, it shall be impounded by the City and will

be released to the owner thereof only after payment of \$5.00 plus \$2.00 for every day of storage.

Where Can I Place My Sign?

Portable signs may be located within commercial or industrial zoning district. The term "locate" shall mean the placing of a sign on a lot or tract of land. No portable sign shall be placed on any residential zoned districts.

Portable signs must be at least twenty-five (25) feet from adjacent residential property and shall be located no closer to any street than twenty (20) feet from the back of the curb. Portable signs shall be placed at least 100' from any other portable sign.

Balloons, fan driven socks, or gas filled objects shall not extend more than twenty-five (25) feet above the apparent roof line of the building or structure to which it is attached and shall not be located within a distance of twenty-two (22) vertical or fifteen (15) feet horizontal of any power lines.

How Long Can I Keep My Signs Up?

Each permit shall authorize a portable sign at a particular location for 30 days. No new permit shall be granted for a location until 30 days have passed since the expiration of any previous temporary sign permit issued to the same business or location.

Display balloons, fan driven socks, or gas filled objects shall be permitted for a maximum of ten (10) days in connection with the initial permit application and display. The maximum number of days permitted for the display balloons, fan driven socks, or gas filled objects subsequent to the initial application shall be three (3) days and shall not exceed four (4) applications per calendar year.