

HOW DO I GET A TEMPORARY SIGN PERMIT?

Applicant is to call **817-788-7091** for approval one day prior to filing permit application to allow time for an inspector to determine if the specified location will be within the sign ordinance requirements.

IS A PERMIT ALWAYS REQUIRED?

A permit must be secured from the building inspector for portable signs to be used on any premise.

IS THERE A PERMIT FEE?

The permit fee for one time at one location shall be one hundred dollars (\$100.00). No more than four (4) permits per calendar year shall be granted for location of each temporary sign allowed on any platted lot; provided, however, on multiple use property, such as shopping centers, four (4) permits per year for location of a temporary sign on the multiple use property may be granted to any business located on such property.

HOW LONG CAN I KEEP MY SIGN UP?

Each permit shall authorize a temporary sign at a particular location for fifteen (15) days. No new permit shall be

granted for a location within one hundred fifty (150) feet of any location where a temporary sign was located within the previous seven (7) days.

WHERE CAN I PLACE MY SIGN?

Temporary signs may be located within any commercial or industrial zoning district. The term "locate" shall mean the placing of a sign on a lot or tract of land. No temporary sign shall be placed on any residential zoned district or on any platted lot; provided; however, if a lot has more than a hundred (100) yards of street frontage, an additional sign may be located on such property for each additional one hundred (100) yards of frontage. Temporary signs must be at least twenty-five (25) feet from adjacent residential property and shall be located no closer to any street than fifteen (15) feet from the back of the curb, or if there is no curb, ten (10) feet from the property line separating such property from the street.

WHAT IS THE DEFINITION OF A TEMPORARY SIGN?

"Temporary Signs" shall mean signs or poster board 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 "temporary sign"

includes, but is not limited to signs mounted on trailers and signs mounted on frames placed on the surface of any lot.

WHAT HAPPENS IF I FAIL TO GET A PERMIT?

Placement of a sign without a permit shall constitute a violation, as well as failure to move a temporary sign upon expiration of the authorized period shall constitute a violation. If any portion of the temporary sign is found on public property or on 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 five dollars (\$5.00) Processing Fee, two dollars (\$2.00) for every day of storage and One Hundred (100.00) Impound Fee.

WHERE DO I GO TO GET A PERMIT?

Portable sign permits may be obtained at the **Building Inspection Department** at City Hall.

OUR GUARANTEE TO YOU IS:

We will make every effort to give you prompt, courteous and professional service.