

## **TEMPORARY COMMERCIAL SIGN POLICY**

1. The cost of a temporary commercial sign permit for sites eligible for temporary commercial signs will be \$25.00 (a reduction from the current \$73.50 charge).
2. The number of signs under the permit will change from multiple signs at \$73.50 to \$25.00 per sign. The temporary sign permit shall be valid for a thirty (30) day period not to exceed four (4) permits per calendar year.
3. The temporary sign permit will be issued on the same day as filing unless there is an issue with Treasury on unpaid taxes or accrued fees and citations. No review by the Planning Commission will be needed on temporary signs. The requirements are listed in the application.
4. The temporary sign permit application, Section 3, list all conditions for the issuance of the permit, signed by the applicant.
5. The Building Inspector will inspect the installation of the sign and place an approval seal on the sign if the conditions in the application are valid and not in violation.
6. The Building Inspector will do an inspection the following work day after the date the permit expires to make sure the temporary sign has been removed. Then the permit will be closed
7. If the sign is still displayed on the day of the expiration and removal inspection the sign will be removed by the business owner or operator. The business owner or operator will have the option to get another permit unless the business owner or operator has used up the 120 days for display of permitted temporary signs during that calendar year. If so, no additional permits will be issued and the signs cannot be displayed.
8. Code Enforcement staff will inspect all unpermitted temporary signs and have them removed by the business owner or operator.
9. Temporary sign permit applications will be given to the business owner or operator for a faster turn-a-round for the business to file.
10. Code Enforcement staff will work with the business owner or operator to obtain compliance with the temporary sign regulations. However, staff may cite the owner or operator when an unpermitted sign is displayed after the business owner or operator is given a temporary sign permit and its time has expired and when the owner or operator continues to display an unpermitted temporary sign after verbal notice from staff. If the sign is removed while the inspector is there, no citation will be given.
11. If the business owner or operator has received more than two (2) citations within a twelve (12) month period, a citation is written automatically.