



Case #: _____

TEMPORARY SPECIAL OCCASION
BALLOON/SIGN PERMIT
APPLICATION

LDC Chapter 30-Section 30-151(7) Amended – 6/03/13

Temporary ON-SITE signs may be permitted for grand openings or special occasions such as car, boat, or craft shows, carnivals, parking lot sales, annual and semi-annual promotions, or other similar events PROVIDED THAT:

1. A special occasion sign permit is issued by the Building Official.
2. The permit shall be for a period of time not to exceed thirty (30) contiguous days.
3. Signs shall be located on-site only and in such a manner as to not create any traffic or pedestrian hazard.
4. Animated, balloon, emitting, figure structured, or motion picture signs must be approved by the director of Community Development.
5. Signs shall be constructed and secured in accordance with all applicable standards.
6. Electric source must be at the location of the sign.
7. Balloons may only be permitted by a licensed contractor.

Business Name: _____

Strap #: _____

Job Address: _____ Unit/building number: _____

Phone Number: _____

Email Address: _____

Directions to property: _____

Date of last promotional sign: _____ Permit Number: _____

Dates sign will be displayed: From: _____ To: _____

Materials to be used:

- Flags Banners Tethered Balloon Pennants Portable Sign

Job value: \$ _____

Sign contractor: _____ License number: _____

I am applying herewith for a temporary special occasion sign permit and certify that the above information is correct.

Property owner or authorized agent

Date

Airport Authority Approval required? NO YES Received? NO YES

THIS PERMIT REQUIRES A FINAL INSPECTION