

Date: _____ **Call Back #:** _____ **Fax Back #:** _____

Trust Acct #: _____ **Sign Permit #: TBS** _____

Name of Business: _____

Location: _____ **Parcel ID #:** _____

Applicant Name: _____ **Telephone No.:** _____

Mailing Address: _____

		<i>Street No. & Name</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
A. TYPE OF IMPROVEMENT	CLASS OF BUILDING				
18 SIGN	05 MULTI FAMILY _____units			21 HOSPITAL, INSTITUTIONAL	
	07 HOTEL, MOTEL _____units			22 OFFICE, PROFESSIONAL	
B. OWNERSHIP	08 DORMITORY _____units			24 PUBLIC UTILITY	
<input type="checkbox"/> PRIVATE	09 WAREHOUSE			25 SCHOOL, LIBRARY, EDUCATION	
<input type="checkbox"/> PUBLIC	13 SUBDIVISION			26 STORES, MERCANTILE	
	15 BUSINESS			28 DAY CARE	
<input type="checkbox"/> HISTORICAL	17 CHURCH, OTHER RELIGIOUS			30 MULTI - USE	
<input type="checkbox"/> CANOPY ROADS	18 INDUSTRIAL			33 OFF-SITE ADVERTISING SIGN	
	20 SERV. STATION, REP GARAGE			37 RESTAURANTS	

CIRCLE TYPE OF SIGN ON BACK OF FORM

COT Staff Approval: _____ Approval Date: _____	Permit Fees: Temporary Sign: _____ \$67.00 Training Surcharge _____ \$2.50 Other Fee: _____ Total Fees Due: _____
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I understand that issuance of this permit shall in no way prevent the Building Official from later declaring said sign to be non-conforming if upon further review of information submitted with the application, or of newly required information, the temporary sign is found not to comply with the requirements of Chapter 7 of the City of Tallahassee, Land Development Code. By signing of this permit, I agree to indemnify and hold harmless the City of Tallahassee for all damages, demands or expenses of every character, which may in any manner be caused by the temporary sign or temporary sign structure.

_____/_____
 SIGNATURE of APPLICANT / PRINT NAME / Date

Sec. 7-63. Temporary on-site signs.

CIRCLE TYPE

- (a) **Development sign.** Signs designed and intended to advertise and promote the sale or rental or lease of lots and/or structures in any subdivision shall be permitted as follows: Provided one sign not exceeding 32 square feet in area shall be permitted for the first 20 buildings sites, plus one additional sign for each additional 50 building sites or parts thereof not to exceed one such sign for each street entrance into the subject subdivision. Such signs shall be permitted only within the confines of the subdivision. Permits for such development signs shall be issued for a period of one year only, subject to renewal on application. Such permits may be renewed by the building official only after determination that the promotion of the subdivision is active.
DISPLAY DATES: FROM: _____ TO: _____
- (b) **Temporary subdivision sign.** Temporary subdivision signs shall be allowed to identify subdivisions where an active building and development program is underway. Such signs shall be non-illuminated wall or ground mounted and shall be allowed for a maximum legal effective period of not more than two years. Such signs shall be removed when the permit becomes void, or when 75 percent of the lots in the subdivision have been conveyed or had principal buildings erected on them. Subdivision development signs shall not exceed 32 square feet in sign area. Such signs shall be set back not less than 15 feet from any side property line and shall be no greater than ten feet in height. In such cases where the subdivision abuts more than one street, one such temporary subdivision sign may be erected on each street frontage.
DISPLAY DATES: FROM: _____ TO: _____
- (c) **Temporary sign for public/semipublic events or functions.** A non-illuminated temporary sign announcing any public, charitable, educational or religious event, issue or function may be allowed on the site of the sponsoring public, charitable, educational or religious institution and on the site of the event, issue, or function itself. Signs shall not exceed 32 square feet in area. Signs shall not be utilized for more than 60 days. The sign shall be located wholly on private property and shall be at least five feet from any right-of-way, and 15 feet from side property lines.
DISPLAY DATES: FROM: _____ TO: _____
- (d) **Temporary sign for new businesses.** A new business, or a business in a new location with no permanent signs may obtain a permit for a temporary sign of up to 32 square feet in sign area or the maximum permitted sign area for any one ground mounted permanent sign for such occupant, whichever is lesser, for a period of not more than 60 days or until installation of permanent signs, whichever shall occur first. A temporary ground sign shall not exceed ten feet in height.
DISPLAY DATES: FROM: _____ TO: _____
- (e) **Banners, flying paraphernalia, and inflatable sign.** A permit may be granted for the use of on-site banners, flying paraphernalia, and tethered inflatable signs for no more than 14 calendar days in any three-month period.
DISPLAY DATES: FROM: _____ TO: _____
- (f) **Portable sign.** A permit may be granted for the erection of one portable sign on the premises of a business or institution provided that the portable sign shall:
- (1) Be allowed for not more than 14 calendar days in any three-month period;
 - (2) Not exceed 40 square feet in sign surface area;
 - (3) Not utilize flashing illumination;
 - (4) Be set back a minimum of ten feet from a right-of-way line;
 - (5) Not be allowed to be placed in a parking space that is required to meet the minimum parking requirements of the city;
 - (6) Not be allowed in any residential district.
- DISPLAY DATES: FROM: _____ TO: _____