

TEMPORARY BUSINESS SIGN PERMIT INFORMATION

Temporary business sign ordinance overview

- ❖ General information
 - All temporary business signs, banners and/or pennants are required to have a permit.
 - Temporary business signs are not allowed on any residentially zoned property.
 - Temporary business signs are not allowed to be illuminated.
 - The sign must be located on the same zoning lot as the business advertised on the sign.
- ❖ Maximum sizes of signs
 - Sign area is calculated on overall sign surface area, this includes any area in which letters or symbols overhang the sign structure area.
 - Ground signs/banners
 - Maximum 32 square feet
 - Maximum 6' in height
 - Wall signs/banners
 - Maximum 32 square feet
 - Cannot go above the roofline
- ❖ Display periods
 - Display periods are figured per calendar year, January through December.
 - Unused sign display periods **do not** carry-over into the next calendar year.
 - Temporary signs are allowed for a maximum of **60 days** of display in a 12-month period per zoning lot **under 5 acres**.
 - The display dates may be split into two separate display periods if desired for a maximum of 30 days per display period.
 - Temporary signs are allowed for a maximum of **90 days** of display in a 12-month period per zoning lot **over 5 acres**.
 - The display dates may be split into three separate display periods if desired for a maximum of 30 days per display period.
 - For single tenant zoning lots, one permit is required for single or multiple display periods.
 - For multi-tenant zoning lots, one permit is required for **EACH** 30 day display period.
- ❖ Placement
 - All temporary ground signs/banners are required to be a minimum of 10-feet from all property lines or street/sidewalk easement lines, whichever is greater.
 - Signs cannot be located where it obstructs traffic visibility.
 - All temporary signs must meet eighty mile per hour wind load requirements.
 - Placing sandbags, bricks, chains, or other such materials to meet the load requirements or to secure the sign is not allowed
 - All temporary banners/pennants that are anchored to a building shall be anchored in a manner that meets the building code by cords that have a minimum tensile strength of 80 pounds.
 - The sign must be located on the same zoning lot as the business advertised on the sign.
- ❖ Permits
 - Single Tenant Zoning Lot
 - One temporary sign permit is required per calendar year for single or multiple display dates. If the dates of the second and third (when allowed) display period is unknown at the time of application it is the applicants responsibility to notify the Building Safety Department, **in writing**, of the dates for the second display period at least 5 business days before the display period is to start.
 - Multi-Tenant Zoning Lot
 - One temporary sign permit, along with a separate application is required per for **EACH** 30-day display period.

Temporary sign permit overview

- ❖ Permit application information
 - All temporary signs, banners and/or pennants are required to have a permit.
 - Permit applications must be **completely and properly** filled out. Please see the “filling out the temporary sign permit application” section of this handout for more information.
 - Only a City of St. Cloud licensed sign hanger, property owner, or tenant are allowed to obtain a permit.
 - Tenants obtaining permits must submit a letter from the property owner stating they are allowed to obtain a permit with the application.
 - Applications are required to be submitted at least three business days prior to the start of the display period.
 - Payments **are not** accepted with the application.
 - Permits **are not** considered valid until the permit has been picked up and paid for.
- ❖ Permit issuance
 - Permits may take up to three business days after application submittal for issuance.
 - When the permit is issued you will receive a card which shows the allowed permit display dates, permit number, business name and address. This card is required to be attached to the temporary sign, banner or pennant at all times during the display period.
 - If this card becomes lost and additional card can be obtained at City Hall.
- ❖ Filling out the temporary sign permit application
 - Sign location/Business Information
 - This section is for the address where the sign is to be located, the name of the business to be advertised on the sign, the cost of the sign, and who is applying for the permit.
 - The sign must be located on the same zoning lot as the business advertised on the sign.
 - Application Information (Property Owner or Tenant)
 - This section is for the applicant to fill out with their information **ONLY** if the applicant is the property owner or a tenant. The name and contact information in this section should match the applicants signature and printed name on the bottom of the application. If the applicant is a licensed sign hanger this section should remain blank.
 - Application Information (Licensed Sign Hanger)
 - This section is for the applicant to fill out with their information **ONLY** if the applicant is a licensed sign hanger in the City of St. Cloud. If the applicant is the property owner or tenant this section should remain blank.
 - Sign Information
 - This section is for the specifics of the sign for which the permit is being obtained. All sections must be filled out.
 - Display Information
 - This section is for the specific dates which the sign will be displayed.
 - Single Tenant Zoning Lots:
 - A temporary sign permit is required per calendar year for single or multiple display dates. If the dates of the second and third display period is unknown at the time of application the display period #2 and display period #3 dates can be left blank, but it is the applicants responsibility to notify the Building Safety Department, **in writing**, of the dates for the additional display period(s) at least 5 business days before the display period is to start.
 - Multi-Tenant Zoning Lots:
 - A separate application and permit is required for **EACH** 30 day display period. A separate card for each permit, which shows the allowed permit display dates, permit number, business name and address will be issued. This card is required to be attached to the temporary sign, banner or pennant at all times during the display period.

The information in this handout is just an overview. See the City of St. Cloud Land Development Code: Article 15, and the City of St. Cloud Code of Ordinances: Section 390 and Section 552 for complete information.