

TEMPORARY SIGN PERMIT APPLICATION

Sign Location/Business Information

Address _____ Unit # (if applicable) _____
Business Name _____ Cost of Sign (REQUIRED) \$ _____

Applicant is: Property Owner Tenant* Licensed Sign Hanger

*When tenant is applying for the permit a letter is required from the **property owner** stating the tenant is allowed to have a temporary sign.

Applicant Information

(Property owner or tenant)

Name _____ Preferred Contact Method: Phone Email
Phone # _____ Cell # _____ Email Address _____

Applicant Information (Licensed Sign Hanger)

(Fill out only if sign hanger is pulling permit, sign hanger must sign application)

Company Name _____ Contractor License # _____
Contact Person's Name _____ Preferred Contact Method: Phone Email
Address _____ City _____ State _____ Zip _____ Payment Pin: Yes No
Phone # _____ Cell # _____ Email Address _____

Sign Information

Type of Sign: Portable Ground Sign (black sign) Wall Banner
 Other (Specify: _____)

Sign: Height: _____; Width: _____; Square Footage _____ (max. 32 sq. ft.)

Wall Area Square Footage (only required for temporary wall sign): _____

Display Information

Display Period #1 (dates): _____/_____/_____ through _____/_____/_____

Single tenant parcels only:

Display Period #2 (dates): _____/_____/_____ through _____/_____/_____

Display Period #3* (dates): _____/_____/_____ through _____/_____/_____

*parcel must be over 5 acres for a third display period.

- Sign permit application must be submitted (5) five days prior to the starting date for display.
- Each display period is 30 days maximum.
- **For single tenant parcels:**
 - (1) One sign permit may be issued for up to (3) three different display times per (12) twelve month period.
- **For multiple tenant parcels:**
 - (1) One sign permit may be issued for (1) one display time per (12) month period.

Applicant's Signature

I hereby apply for a Temporary Sign Permit and acknowledge that the information above is complete and accurate; and **that this is not a permit**. The work will be performed in accordance with the conditions of the permit; and that the work will conform to the ordinances of the City of St. Cloud. I understand the sign cannot be displayed until the permit is issued and I receive the permit to place on the sign.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

Typed name above shall constitute an electronic signature