

Application for a Temporary Sign Permit

\$30.00

Business Name _____ Contact Person _____

Address _____
Number and Street Name City State Zip

Phone: () _____ Cell: () _____ E-Mail: _____

Sign Type: (please check one)

Temporary sign – Temporary signs include banners and any type of free standing sign, and can be displayed for up to thirty (30) days per calendar year. The (30) day limit can be used all at once or divided into 2 or more periods as long as the cumulative number of days the signs are displayed does not exceed 30 days. Temporary signs do not include search lights, inflatables or balloons. Permit fee is \$30.

Pedestrian – A pedestrian sign is a small temporary sign that is not attached to the ground, a building, or any other structure. The pedestrian sign can only be displayed while the business it is advertising is open to the public, and must be stored inside the building while the business is closed. The sign can be up to 4 feet in height, 3 feet in width, and 3 feet in length. Permit fee is \$30.

Sign Dimensions:

Length _____ Height _____ Width _____

Square Footage _____

Display Information:

Number of days to be displayed: _____

From: _____ To: _____

Permits issued and inspections made by the City are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the applicable ordinances and laws of the City of St. Louis Park.

Applicant's Signature

_____ Date _____

For Office Use Only

Permit # _____ Fee _____ App/Date _____ Issued _____

**Temporary signs are regulated in section 36-362 of the city code.
The regulations are summarized below:**

- a. With the exception of Pedestrian signs as defined below, temporary signs may be permitted on a lot for a total of 30 days in any calendar year.
- b. The total sign area of all temporary signs on a lot shall not exceed 80 square feet.
- c. A temporary sign shall not direct persons to or advertise a product or service not available on the premises where the sign is located. They must be located on the property where the service/product is available and cannot be placed in the public right-of-way.
- d. Temporary signs, other than pedestrian signs, may be constructed of paper, cloth, canvas, wood or any other light and non-durable material.
- e. Pedestrian Signs are temporary signs further regulated as follows:
 1. Pedestrian signs may be displayed in the C, O and MX districts only.
 2. No portion of the sign shall project beyond a cube measuring 3 feet wide by 3 feet deep by 4 feet in height.
 3. Pedestrian signs may be placed up to the property line, subject to Section 36-76. No portion of the sign shall be placed in, or project into the public right-of-way, and any such sign shall be located so that it does not obstruct pedestrian or vehicular movement or impede pedestrian or vehicular visibility.
 4. The sign may be displayed during business hours only. The sign shall be stored inside a building during non-business hours and during severe weather conditions.
 5. The sign shall not be placed in such a manner that it obstructs the visibility of another property's permanent signage.
 6. No place of business shall display more than 1 pedestrian sign at any time and the total of all pedestrian and other temporary signs on the property shall not exceed the total allowed in table 36-362A.
 7. Pedestrian signs that are maintained in good repair and in accordance with all ordinance provisions may be permitted for up to one calendar year. The Zoning Administrator may revoke a permit and remove any sign that does not meet the ordinance requirements, or is creating a public hazard. After one year, a new permit may be applied for.
 8. Pedestrian signs may be constructed of wood, metal, non-flexible plastic or any other durable material.

The regulations in their entirety may be viewed at www.stlouispark.org . You can contact the Zoning Department at 952-924-2575 if you have any questions regarding this notice.