



SPECIAL EVENT SIGN PERMIT

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS DESCRIPTION: _____

APPLICANT NAME AND TITLE: _____

HOME ADDRESS: _____

BUSINESS PHONE #: _____

HOME PHONE #: _____

Length of display	3 days
Number per freestanding establishment	3 per calendar year
Number per establishment within a multi-tenant center	No more than 3 special events per calendar year shall take place within a multi-tenant center
Number/type of display	Pennants, banners, flags, bunting, merchandise and one cold air balloon
Location/setback within site	Permitted signage and merchandise display shall be placed within the site and shall not be attached, in any fashion to public facilities.
	Merchandise displays shall be limited to on site private walkways and courtyards and no more than 10% of required parking. Signs and merchandise shall not interfere in any fashion with interior circulation aisles, fire lanes, load zones and pedestrian circulation.

_____ **SIGNATURE OF APPLICANT** _____ **DATE**

DO NOT WRITE BELOW THIS LINE

PERMIT #: _____

RECEIPT #: _____

BEGINNING DATE: _____

EXPIRATION DATE: _____

PERMIT FEE- \$31.00 + \$3.10 (10% TRAINING & CERTIFICATION FEE) = \$34.10

_____ **SPECIAL EVENT PERMIT APPROVAL** _____ **DATE**

Approved permit must be clearly posted on-site through expiration date.