

**CITY OF MT. PLEASANT
DEPARTMENT OF BUILDING SAFETY**

Portable Sign Permit

Address _____ Zone _____ Date _____

Business Advertised _____ Size of Sign _____

Property Owner and Address _____

Phone Number _____

Sign Supplier and Address _____

Sign will be displayed for _____ days, from _____ to _____

Sketches must be furnished showing the location of the sign and all measurements of setbacks from property lines, buildings, walks, and streets.

I agree to comply with all Laws and Ordinances governing the proposed work **(see back for details)**, to secure all necessary permits, to pay any fees and assessments that may pertain, and that if I am not the owner of record, the proposed sign placement is authorized by the owner of record and I have been authorized to act as his/her agent for the proposed purpose.

Applicant is responsible for maintaining the content/language of interchangeable lettering on signs. Applicant is also responsible for securing or anchoring the sign against wind or other conditions.

NOTE: Banners must be attached flush to the building.

Signature – Owner/Agent

Phone Number

Print Name of Owner/Agent

PORTABLE SIGN PERMIT NO. _____

FEE _____

Approved _____

Permit – Dept. of Building Safety
Receipt - Applicant

Portable Sign Information

Definition By Ordinance:

- ↪ A temporary freestanding sign not permanently anchored or secured to either a building or the ground.
- ↪ A banner approved by the Building Official and attached flush to the building.

Limitations:

- ↪ No more than one portable sign per business may be displayed at any one time. The total square footage of a portable sign may not exceed 32 square feet per business.
- ↪ **No flashing lights, arrows or other intermittent operation will be allowed.**
- ↪ A proper permit must be filed with the Building Safety Department prior to the placement of the sign.
- ↪ The sign may only identify the business conducted on the property and or one of the following:
 - a. A product sold by the business
 - b. A service of the business
 - c. A product made by the business
- ↪ The portable sign may be used only twice a year for no longer than a 30 day period at one time with at least a 30 day period to elapse between the two times.
- ↪ Placement of a portable sign must be on the commercial property, not in the right of way or between the street and the sidewalk.
- ↪ **No attention getting devices such as balloons, flags, streamers or the like are permitted on the sign or property.**
- ↪ Signs advertising 'For Sale, Lease or Rent' are considered temporary signs and do not need a permit. However, only one sign is allowed per parcel with no more than eight (8) square feet in total area.