



Temporary Banner Permit

City Code Section 153.167

PERMIT FEE \$50.00*

**A 3% SERVICE FEE (MINIMUM \$2.95) IS CHARGED FOR ALL CREDIT CARD PAYMENTS.*

BUSINESS NAME: _____	
ADDRESS: _____	
OWNER: _____	
PHONE NUMBER: _____	Email Address: _____

Temporary Banner Information Maximum 30 consecutive days per permit - Four times a year					
Starting Date:		Ending Date:			
Banner Height:	Banner Width :	Total Sq Feet:			
Banner must be located on the building					
What side of the building will the banner be located?	North	South	East	West	
If you are leasing, do you have permission from the property owner(s) for the use of a banner? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Property Owners Signature:					

I hereby state that to the best of my knowledge all statements, data, information, and evidence submitted is true and correct. I will comply with City Code Section 153.210 and all the applicable conditions of this permit if it is granted and used. Additionally, my signature below constitutes permission for City of Forest Lake staff to enter upon my property, during normal business hours, for the purpose of evaluating this permit request and compliance of any permit granted and used.

Printed Name of Applicant

Signature of Applicant

Date

Temporary Banner Regulations

Temporary banner signs allow businesses to promote temporary sales and special events. Banners are permitted in Forest Lake within the Business, Commercial, Mixed Use, and Industrial Districts subject to the following conditions:



Permit required

A temporary banner permit is required by the City. Temporary banners are permitted for a maximum of 30 consecutive days four times a year. A new permit must be obtained for each event (30 day period)

Fees

A fee is required for a temporary banner permit per the current City Fee Schedule.

Size

A temporary banner shall not exceed **40 square feet.**

Location

Banners may only be placed on a building wall. Banners attached to freestanding posts, monument signs, trees or any other locations are not permitted.

Number of Banners

Businesses may have no more than **one banner** with a temporary sign permit.

Property owner approval required

Business owners who are leasing space are required to have approval of the property owner prior to obtaining a permit from the City.

No Permit Required-December 1 through January 3

You may put one (1) banner up, not exceeding 40 square feet; banner must be located on the building. No permit is required from December 1 through January 3.

(CODE OF ORDINANCES - Section 153.167)

Temporary Sign Regulations in the City of Forest Lake

Temporary business signage is regulated by the Forest Lake Sign Ordinance . This handout is intended to highlight some of these regulations. Please contact the Community Development Department at (651) 209-9734 if you have any questions.

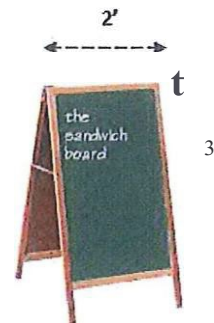
Banners

- Requires a permit from the City
- Permit good for 30 days; no more than four times per year
- No more than one banner per business
- Must be attached to a building wall
- Maximum size of 40 sq/ft in area
- No permit required from Dec. 1 - Jan. 3



Sandwich Boards

- No permit required
- Limit of one sign per business
- Maximum size of six (6) square feet in area
- Must maintain a 5 foot clearance if on sidewalk



Prohibited Temporary Signs

The following temporary signs are not permitted in the City at any time.

Flying Banners



Pennants, Streamers, Festoons



Portable (Trailer) Signs



Yard (Bandit) Signs



Product Promotion Sign



Balloons Signs and Other Inflatables

