



Permits & Inspections
Division
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PERMITS & INSPECTIONS
Permits & Inspections is a Division of the Department of Planning & Development Services

PORTABLE SIGN REGULATIONS

What regulations are applicable to portable signs?

A portable sign will be allowed as an additional on-site sign provided it conforms to the following regulations:

- One (1) portable sign shall be permitted per business or organization location
- Portable signs will not exceed thirty-five (35) square feet in area.
- Portable signs shall be secured to the ground at a minimum of four (4) separate points.
- All portable signs must display the names of the owner(s).
- Illuminated portable signs shall meet all requirements of the City electrical codes.
- Any flashing light or other device that gives the appearance of a flashing light is prohibited, except for fluctuation electronic message boards meeting all the following requirements:
 - No message shall be displayed for less than on-half of one second;
 - No message shall be repeated at intervals less than two seconds;
 - No segmented message may last longer than ten seconds;
 - No traveling message may travel at a rate slower than sixteen light columns per second or faster than thirty-two light columns per second.
- A portable sign may be used as one freestanding sign authorized for a lot, if all of the requirements for freestanding signs are met and the sign is permanently affixed to the ground.

Are there restrictions on what can be advertised on my portable sign?

Portable sign advertisement must be related to goods or services being provided on the premises where such sign is located, for activities conducted on the premises where such sign is located, and/or for public service announcements.

What are the timeline restrictions for displaying my portable sign?

Use of a portable sign shall be limited to no more than one hundred and eighty days (180) combined per calendar year. A separate permit for each period of use must be obtained from the permits and inspections department prior to display of a portable sign. In no event shall a permit authorizing display for more than thirty consecutive days be issued. Portable signs must display the decal issued by the city permits and inspections division indicating the expiration date of the current permit period.

Hours of Operation: 8 AM - 12 PM & 1 PM - 5 PM

No payments or permit issuance can be made after 4 PM due to accounting constraints.

Are there setback requirements for placing my portable sign?

Portable sign may not be placed within the designated right-of-way or within ten feet of the curb line or street edge, whichever is further away from the roadway. If the lot, tract or parcel of land cannot meet this setback requirement a portable sign cannot be used.

If you have additional questions or need further information regarding portable signs, please contact us via phone or come see us in person. We are more than happy to assist you in any way that we can.