



**City of Saraland**

Building Department

**TEMPORARY SIGN PERMIT APPLICATION**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Date to be written by Staff)

FEE: \$ \_\_\_\_\_

Business Name: \_\_\_\_\_ Total Value of Sign(s): \$ \_\_\_\_\_

Sign Type: \_\_\_\_\_ Size of Sign (SF): \_\_\_\_\_ Number of Signs: \_\_\_\_\_

Sign Location/Address: \_\_\_\_\_

Responsible Party's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates sign(s) will be on display: \_\_\_\_\_ until \_\_\_\_\_ (Max 30 days)

**Note:** Temporary signs and banners, and temporary decorative flags, bunting, pennants and streamers for recognizing conventions and grand openings may be allowed upon approval by the Building Official, or their designee. Said temporary decorations and signs shall be kept in good condition and shall be permitted for no more than thirty (30) days.

\*\*\*SEE BELOW FOR ADDITIONAL RULES/DETAILS\*\*\*

**By signing below, I indicate that I have read and understand Article 33-5 of the Land Use and Development Ordinance regarding regulations for temporary signs, and that I will abide by them. I further accept responsibility for this sign, and I will remove it/them on or before the expiration date:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:** Issued by: \_\_\_\_\_ Permit #: \_\_\_\_\_

**Examples of permitted temporary sign types:**

Banner: Any sign of lightweight fabric or similar material that is mounted to a pole or a building at one or more edges. \*\*\*Temporary promotional banners cannot exceed 30 SF; banners for grand openings/conventions cannot exceed 50 SF. Permits for temporary promotional banners may only be issued twice within a six (6) month period.

Bunting: A lightweight loosely woven fabric used typically for flags and festival decorations.

Feather Flag: A portable vertical type banner attached to a flexible pole. These flags are available in various shapes and sizes.

Pennant: Triangular shaped flag. May also refer to a streamer with multiple pennants adjoined one to another.

Streamer: Any long narrow wavy strip allowed to float or wave in the wind. Typically bright or metallic color in order to attract attention.

Yard Sign: Non-permanent type signs usually used for advertisement and information purposes. They are lightweight, yet strong enough to withstand most weather conditions.

\*All other signs requested to be permitted shall be subject to review and approval by the Building Official or their designee.

\*Fees: \$10.00 for temporary banners and other temporary type signs, not including yard signs. \$1.00 per temporary yard sign (a maximum of 2 are permitted per street frontage).