



TEMPORARY SIGN PERMIT APPLICATION

I. TYPE OF EVENT

_____ GRAND OPENING _____ SPECIAL EVENT (REQUIRES BOA APPROVAL)

II. TYPE OF SIGN REQUESTED

_____ TRUCK/TRAILER _____ BANNER/FLAG _____ WALL/WINDOW
_____ GROUND _____ INFLATABLE _____ SEARCH LIGHT
_____ OTHER (EXPLAIN) _____

III. SIZE OF SIGN

_____ SQFT. (PLEASE ENCLOSE DRAWINGS & SITE PLAN)

IV. BACKGROUND INFORMATION

APPLICATION DATE _____ NUMBER OF SIGNS REQUESTED _____
NAME OF BUSINESS _____
LOCATION OF BUSINESS _____
RESPONSIBLE INDIVIDUAL _____
EMAIL _____ PHONE _____
PROPERTY OWNER _____
PROPERTY OWNER ADDRESS _____

**SUBMIT WRITTEN PERMISSION OF PROPERTY OWNER IF BUSINESS IS OWNED BY OTHERS

V. TIME LIMITS

- a. **THREE DAYS FOR INFLATABLE, TRUCKS, TRAILERS, OR SEARCH LIGHTS FOR GRAND OPENINGS**
- b. **THIRTY DAYS FOR OTHER TYPES OF GRAND OPENING SIGNS, EXCEPT FOOD BOOTHS (3 DAYS)**
- c. **SEVEN DAYS FOR SPECIAL EVEN SIGNS**

VI. FEES

- a. **\$25 PER REGULAR SIGN**
- b. **\$50 PER INFLATABLE, TRUCK, TRAILER, OR SEARCH LIGHT TYPE SIGN**

NO PERMIT SHALL BE ISSUED TO ANY BUSINESS WHICH HAS NOT OBTAINED THE REQUISITE OCCUPANCY PERMIT & MERCHANTS LICENSE, OR TO ANY BUSINESS WHICH IS IN ARREARS OF ANY PERMIT FEES, LICENSES, OR OTHER FINES OR ASSESSMENTS PAYABLE TO THE CITY OF DES PERES.

APPROVED _____ DENIED _____

TOTAL FEES _____

STARTING DATE FOR SIGN _____

REMOVAL DATE FOR SIGN _____