



# BANNER / BALLOON / PENNANT/ COSTUME CHARACTER PERMIT

Community Development Department  
Planning Division

This application is for:

- Banner** Temporary banners are permitted for a period of 45 days. At the end of 45 days, a new banner permit may not be issued until after 30 days. Only one banner is allowed on each side of a building. A total of 4 banner permits may be issued in a year, regardless of the number of visible sides.
- Balloons** Balloon permits are for large inflatable ground-mounted characters as well as strings of balloons. They are permitted once per year for grand opening events and sales and for only 15 days.
- Pennants** Pennants are permitted for a period of 15 days and are allowed only once per year.
- Costumes** Costumed figures/novelty characters. These are permitted for a period of 5 consecutive days and are allowed only twice per year.

Business name: \_\_\_\_\_

Location address: \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

On a separate page submit the following: 1) A diagram of the banner, including the text and picture content, or a brief written description if the application is for balloon(s), pennants, or costumed character; 2) A description of the size; 3) A description of the location on the property or building; 4) A description of the materials; 5) Address of the subject property.

Do Not Write Below This Line

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Case Number: BP- - \_\_\_\_\_

Approval Stamp:

Fee Paid: \$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

CEO: \_\_\_\_\_

signature / date

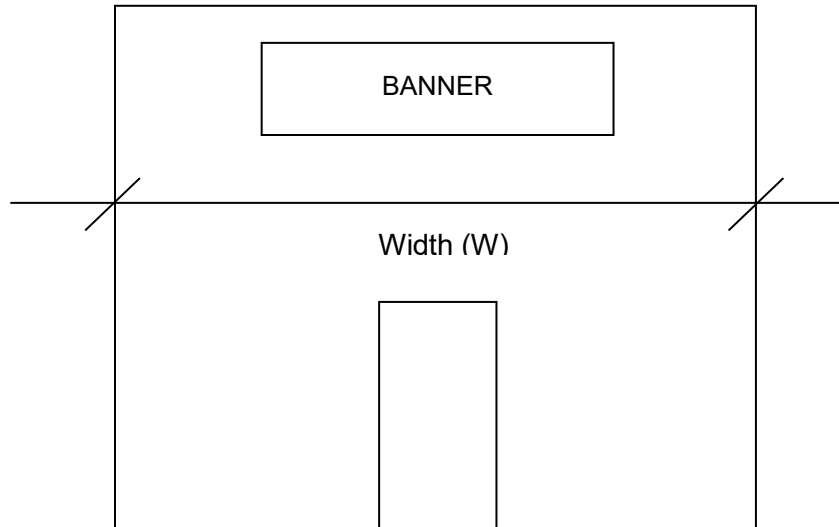


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How to measure the size of a banner:

- Formula:  $AREA = W \times 0.75 = \text{_____ square feet}$



- Draw picture:

