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CITY OF WEST PARK

# TEMPORARY BANNER PERMIT REQUIREMENT

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A **Temporary Banner Sign** is permitted by the City of West Park. The conditions noted below must be followed when displaying a banner sign.

- Sign must be on non-residential property
- Sign may be in place for no more than thirty (30) days
- Size cannot exceed sixteen (16) square feet
- Only the announcement of a grand opening or a change in ownership is allowed.
- Check made payable to City of West Park for \$150.00 for Zoning

**The following must be submitted to this office prior to displaying the banner sign.**

1. A letter indicating the text, size and colors used for the banner. The letter must also state the date that the banner will be raised and the date the banner will be taken down. Bear in mind, this cannot exceed thirty (30) days. The letter is to be on company letterhead and signed by the business owner.
2. An illustration of the banner, either photocopy or drawing, showing proposed dimensions
3. A copy of the Occupational License