



City of Collinsville
SIGN PERMIT APPLICATION – TEMPORARY SIGNS
 Department of Community Development
 346-5200 Ext. 1143

THIS FORM MUST BE COMPLETED IN FULL OR APPROVAL WILL BE DELAYED. COMPLETE A SEPARATE FORM FOR EACH SIGN PROPOSED. PAYMENT MUST ACCOMPANY APPLICATION. ALLOW 5 WORKING DAYS FOR PROCESSING.

CONTACT NAME & ORGANIZATION _____ PHONE _____

MAILING ADDRESS _____ EMAIL _____

BUSINESS NAME WHERE SIGN IS TO BE PLACED _____ ADDRESS WHERE SIGN IS TO BE PLACED _____

BUSINESS OWNER OR MANAGER _____ BUSINESS MAILING ADDRESS _____

PROPERTY OWNER _____ PROPERTY OWNER'S MAILING ADDRESS _____

DESCRIPTION OF SIGN:

Width: _____ Height: _____

Name of Event/Text of Sign: _____

Dates of Sign Display: _____

*Temporary Signs are restricted to 3 per year for a maximum of 14 days each, which may be consecutive. Permit fee must be paid for each two week permit. Exception(s): **New Business:** If an establishment has **no permanent signage**, temporary signage shall be permitted for a **one-time consecutive thirty (30) day period** without permit fee or deduction from the annually permitted six (6) weeks of temporary display.*

Permitted types of temporary signage include banners, window graphics, yard signs, A-Frame signs, and T-Frame signs. Maximum size of graphic display per event is seventy-two (72) square feet. ATTACH COLOR RENDERING OR DRAWING OF SIGN SHOWING DIMENSIONS AND EXACT LOCATION ON BUILDING/LOT.

 SIGNATURE Owner Representative PRINTED NAME (if Representative)

For Office Use Only

TEMPORARY SIGN PERMIT FEE (Check One)

2 Weeks: \$50.00 4 Weeks: \$100.00 6 Weeks: \$150.00 New Business (30 days)

Date Received: _____ Sign Zone: 1 2 3 4

Approved by: _____ Date Approved: _____

Additional Requirements: _____