

PORTABLE SIGN PERMIT APPLICATION
DATES OF SIGN PLACEMENT: _____
Applicant will be notified when permit is approved.

ORGANIZATION INFORMATION

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____

ADVERTISED EVENT : _____

APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

DRIVERS LICENSE#: _____

D.O.B: _____

APPLICANT SIGNATURE: _____

SIGN INFORMATION

ADDRESS OF SIGN LOCATION: _____

NAME OF BUSINESS AT SIGN LOCATION: _____

SIGN COMPANY: _____

ADDRESS OF SIGN COMPANY: _____

PHONE OF SIGN COMPANY: _____

- **Written permission from the property owner or person in control of the property is required.**
- **A copy of the applicant's drivers license is required.**
- **Permits for portable signs are valid for thirty (30) days per calendar year** and must be removed by the expiration date. Failure to remove the sign could result in the City issuing a citation and/or impounding the sign.
- Portable sign permits are issued for only for civic or public events.
- Portable signs may be placed only on commercial or industrial zoned property.
- Portable signs must be at least fifteen (15) feet, back from curb or edge of pavement. If at an intersection, the sign may not be within a forty-five (45) foot visibility triangle. If at a driveway entrance, it must not be located within a fifteen (15) foot visibility triangle. Signs may not be placed closer than twenty-five (25) feet from any adjacent residential property.
- **NO PORTABLE SIGNS MAY BE LIGHTED WITH ROTATING, BLINKING, OR FLASHING LIGHTS.**



City of Saginaw

OFFICE USE ONLY

DATE COMPLETED APPLICATION RECEIVED:
COPY OF APPLICANT DRIVERS LICENSE RECEIVED:
COPY OF PERMISSION FROM PROPERTY OWNER RECEIVED:

PERMISSION TO PLACE PORTABLE SIGN

Permission is granted for _____

To place a portable sign on _____ property.

Physical address of the location: _____

The portable sign will be on site between
_____ and _____, 20____ not to exceed 30
days.

Printed Name & Title _____

Signature _____