

**APPLICATION FOR TEMPORARY SIGN PERMIT**  
**City of Eureka - Building Department**

DATE: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

**REQUIRED**

Applications for temporary sign permits will be submitted for the following sign types and shall include two (2) sets of plans showing the following:

- \_\_\_\_\_ One (1) portable sign not exceeding twenty-four (24) square feet in maximum sign area.
- \_\_\_\_\_ One (1) cold air inflatable device not exceeding twenty (20) feet in height nor fourteen (14) feet in width. In cases where a temporary sign is affixed to said device, the sign area shall not exceed forty eight (48) square feet. Cold air inflatable devices shall be securely affixed to the ground or the rooftop of a permanent building. Placement of such signage shall not create any safety or traffic hazards.

*The use of such devices shall be limited to two (2) events for each business in a calendar year with a maximum time period of fourteen (14) days for each event. These events may be consecutive.*

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

- \_\_\_\_\_ One (1) banner not exceeding thirty-two (32) square feet in maximum sign area. No banner shall be allowed to be placed upon a roof. Further, any one business shall be limited to a maximum of six (6) permits for banners in any calendar year. An individual business is permitted to display a banner for a maximum total of one hundred-twenty (120) days within a calendar year. Within the limits of the maximum number of permits per year, any combination of permits and whole days permit is allowed.

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

In those cases in which a new business is performing a grand opening, a new business is allowed a thirty (30) day period to advertise such an opening in addition to the time requirements established above. Such signage should meet all other requirements set forth above and should include wording in the sign area similar to "Grand Opening" or "Now Open".

Is this temporary sign permit application being submitted to advertise the grand opening of a new business?

Yes ( ) No ( )

If Yes, Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

ADDRESS OF SIGN: \_\_\_\_\_

MESSAGE ON SIGN: \_\_\_\_\_

ELECTRIC: Yes ( ) No ( ) If yes, St. Louis County Electrical Permit #: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_  
Name Address Phone

SIGN OWNER: \_\_\_\_\_  
Name Address Phone

CONTRACTOR: \_\_\_\_\_  
Name Address Phone

The owner hereby agrees to permit the City of Eureka, through it's agents, to enter on said real property for the purpose of inspecting said sign as provided under the provisions of the Sign Ordinance of the City of Eureka and waive and hold the City of Eureka and it's agents harmless from any damage to said real property and structures thereon occasioned by said sign inspection.

**ALL INSPECTIONS MUST BE SCHEDULED 24 HOURS IN ADVANCE**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Sign Owner

Date: \_\_\_\_\_

Approved ( ) Rejected ( )

\_\_\_\_\_  
Building Official