

## **Banner Sign Permit Submittal**

**Definition:** ***Banner Sign*** (Town of Prosper Sign Ordinance): a temporary attached sign having characters, letters, or illustrations applied to plastic, cloth, canvas, or other light fabric, with the only purpose of such nonrigid material being for background.

Please submit the following documentation thru our [online permitting portal](#) to apply for a banner sign:

### **Required Submittal Documents:**

#### **ENERGOV SUBMITTAL TYPE: SIGN**

##### **1. Construction Plan.**

- Renderings of the proposed banner sign
- Site Plan showing the location and placement of the proposed banner sign
- Dimensions of the proposed banner sign (overall length and overall height)

### **Specific Requirements:**

1. A Banner Sign is permitted in conjunction with nonresidential uses for which a building permit and/or certificate of occupancy has been issued.
2. All four (4) corners shall be securely attached to the front, side, or rear surfaces of a building, excluding banners on public school property and banners within the “Old Town District” in the town’s future land use plan.
3. Shall not face a residential neighborhood unless separated by a major or minor thoroughfare.
4. Maximum Total Sign Area: 48 square feet
5. Minimum Clearance: 9’ above sidewalk or walkway
6. Timeframe: Each permit is valid for a two-week period. A maximum of 3 occurrences (can be consecutive) are permitted per calendar year.
7. Removal: Shall be removed on the day the permit expires.

### **Reference Documents (as applicable):**

- [Town of Prosper Sign Ordinance](#)