



Sign Request Event Signs

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An event sign is a temporary sign or display which is used to announce a fundraising drive or other event of a civic, philanthropic, educational or religious organization. Such signage may be erected no more than 14 days in advance of the event and must be removed within 48 hours of the completion of the event.

Date: _____

Name of Organization: _____

Address: _____

Contact Name: _____ Phone No. _____

Number of Signs _____ Total Height of Sign(s) _____ Sq. Ft. of Sign(s) _____

Type of Construction _____

Set-up Date _____ Take-down Date _____

Description of Event: _____

List of Locations:

Office Use Only

Request: Approved Denied

Remarks: _____

Approved Set-up Date _____

Approved Take-down Date _____

Building Inspector _____

Date: _____

Revised March 2009