



# Planning & Development

Customer Service Center  
 One Exchange Plaza, Suite 400  
 Raleigh, North Carolina 27601  
 Phone 919-996-2495

Planning and Zoning Division  
 Phone 919-996-2472

## Temporary Event Sign Permit

<b>Applicant Information</b>		<b>For Office Use Only</b>		
		Transaction	# _____	
		Group #	_____	
		SI Permit #	_____	
<b>Date</b>				
<b>Business/Corporation/LLC</b>				
<b>Shopping Center/Development</b>				
<b>Address/Suite</b>				
<b>Phone</b>		<b>Fax</b>		
<b>Contact Person</b>		<b>Email</b>		
<b>Phone</b>		<b>Mobile</b>		
<b>Specify Event Dates (Max. of twenty (20) days or three (3) individual weekends, or both) _____</b>				
<b>Applicant (Print)</b>		<b>Applicant (Signature)</b>		
<b>Property Owner (Print)</b>		<b>Property Owner (Signature)</b>		
<b>Approval</b>				

TO BE COMPLETED BY APPLICANT	TO BE COMPLETED BY CITY STAFF		
The following items are required to process a Temporary Event Permit	YES	NO	N/A
<b>NOTES TO APPLICANT:</b>			
Max. of sixty-four (64) square feet of portable and windblown signage; Max. of five (5) signs; Signs may not be placed in any public right-of-way.			
<input type="checkbox"/> Landlord Approval (Documentation included with application)			
<input type="checkbox"/> Permit Fee			