

BANNER/PROMOTIONAL PERMIT REQUIREMENTS

CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

DRAWING SUBMITTAL: Two (2) copies of complete set of drawings are required for plan review. Drawings must be submitted along with a completed permit application form.

NECESSARY DRAWINGS: The following is a general outline of the drawings necessary for plan review (Building Inspections may request additional information if necessary).

1. Site plan (including location of the banner in relation to the building and dimensions) and elevation.
2. No drawings required for a promotional permit unless using "Sail Banners".

FEE: Refer to the fee schedule for applicable fees

NOTE:

1. Drawings must show where the banner will be attached on the building and be dimensioned.
2. A Certificate of Occupancy (CO) or a permit application that will result in a CO is required.
3. Permit holder is responsible for requesting and completing all required inspections.
4. Specify on application time frame for Banner/Promotional Permit.
5. Banner cannot cover existing permanent sign, wall sign or general business sign.

Banners:

1. Three, 6 weeks, banner permits allowed per calendar year. One (1) banner may be displayed on each elevation of the building, with a maximum of two (2) elevations per building or tenant space.
2. Banners must be securely attached to the front or side of a building structure.
3. Banners shall be kept in good repair and remain firmly anchored or secured to the building.
4. Banners are prohibited in single family residential districts.

Promotional Signage:

1. May include banners (securely attached to the building structure), flags, sail banners *see restrictions, pennants, streamers, balloons, inflatable signs, large inflatable balloons must be firmly tethered to the ground and shall not exceed a maximum of 35' in height.
2. *Sail Banners means self-supported wing, feather, blade, cone, or rectangular shaped flag mounted on a flexible pole. 2 sail banners are allowed per legal business for a single tenant property. For a multi-tenant property, 2 sail banners are **allowed at any given time**. Tenants in a multi-tenant property **shall be required to obtain the signature** of the building's manager or owner as a joint applicant. Size restrictions are maximum height of 18' and maximum width of 3', a site plan is required. Sail banners placed along contiguous street frontage must be spaced a minimum of 30'. Sail banners shall have a minimum setback of 10' from the back of the curb.
3. NO ROOF TOP BALLOONS allowed.
4. Two, 2-week, periods per calendar year.
5. The two, 2-week, periods shall not occur in the same or consecutive months.
6. One promotional permit may be extended to a 3-week provided the promotion commences within the first 3 months of the date of issuance of a Certificate of Occupancy.
7. Promotional signage shall not extend into the City right-of-way, or in any sight visibility triangle.
8. Searchlights and spot lights are prohibited.

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PROMOTIONAL SAIL BANNER FORM

| | |
|--|------|
| Dates for Display of Banner: | thru |
| Property Address: | |
| Building's Manager or Owner's Phone Number: | |

I hereby: (1) certify that I am the building manager or property owner of the above-designated property, and (2) authorize the display of sail banners on the property per City of Plano Ordinance No. 2012-5-14

Printed name of Building Manager or Owner

Signature of Building Manager or Owner

Date

Site Plan: please provide a diagram of where the sail banners will be placed on your property.

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