

**AREA PLAN COMMISSION**  
**EVANSVILLE-VANDERBURGH COUNTY**  
**ROOM 312 Civic Center Complex**  
**1 N.W. Martin Luther King, Jr. Blvd.**  
**Evansville, IN 47708**  
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Memorandum

April 13, 2009

Please note that all permits discussed below are to be obtained through the Area Plan Commission office before the erection or placement of a new or replacement sign.

**A BANNER as a temporary sign:**

- Requires a Temporary Sign Permit issued according to the fee schedule below.
- A permit is necessary for all banners including, but not limited to, those installed on a building.
- Can be displayed for 30 days and renewed in person or by mail after 30 days at full permit cost.
- Each business with an occupancy permit may only have **1 temporary sign at a time**.

**A BANNER and other signs used as a permanent sign:**

- Requires a Permanent Sign Permit (\$50), issued by approved application.
- Must meet square footage and quantity limits as dictated by the zoning ordinance.
- Must be permitted by the Building Commission and installed per Building Codes.
- The permit is active until the banner is removed, changed or altered, at which point a new Permanent Sign Application and Permit(s) are required.

**TEMPORARY YARD SIGNS:** (aka “guerilla marketing” or “bandit” or small 2’x3’ signs)

- Any sign not located on the sign owner’s property is considered an off-premise sign.
- Any sign located in the public right-of-way is considered an off-premise sign.
- These temporary yard signs cannot be permitted as off-premise signs.
- As an on-premise sign: it requires a Temporary Sign Permit, issued according to the fee schedule below and limited to 1 temporary sign at a time.
- Can be displayed for 30 days and renewed in person or by mail after 30 days at full permit cost.
- Enforcement officers have been authorized to remove any illegal temporary yard signs located in the public right-of-way.

**OTHER TEMPORARY SIGNS:** (Mobile reader boards, sandwich boards, sidewalk signs, and etc)

- Requires a Temporary Sign Permit issued according to the fee schedule below.
- Is necessary for all banners including, but not limited to, those installed on a building.
- Can be displayed for 30 days and renewed in person or by mail after 30 days at full permit cost.
- Are restricted to a maximum size of 100 square feet
- Each business with an occupancy permit may only have **1 temporary sign at a time**.

**TEMPORARY SIGN FEE SCHEDULE**

Temporary Signs up to 25 sq ft	\$25.00 per 30-day permit
Temporary Signs over 25 sq ft up to 50 sq ft	\$50.00 per 30-day permit
Temporary Signs over 50 sq ft	\$2.00 per sq ft of sign per 30-day permit
Fine for signs erected prior to receiving permit	Double the standard fee