

# THINGS YOU NEED TO KNOW...



City of Amarillo  
New Temporary  
Sign Regulations

On December 15, 2009, the Amarillo City Commission approved new business sign regulations intended to address new lighting technologies, driver and pedestrian safety, and to improve the community's image while still providing businesses the ability to adequately advertise their services. One of the main components of the new regulations addresses temporary signs. Listed below are several points of information to help those who use temporary signs in understanding the new sign regulations.

**Q. What is a temporary sign?**

**A.** A temporary sign is a sign not permanently affixed to the ground or to a building. Examples include banners, portable signs and stake signs.

**Q. Do I need to get a permit for a temporary sign?**

**A.** **YES.** Any temporary sign requires a permit from the City of Amarillo's Building Safety Department. Permits and information may be obtained online at <http://signs.amarillo.gov>., by calling (806) 378-3041 or at City Hall, Room 105 - 509 SE 7th Ave.

**Q. Who can get a temporary sign permit?**

**A.** A registered sign contractor, property owner or business owner may apply for a temporary sign permit.

**Q. How big can my temporary sign be?**

**A.** Portable signs cannot exceed 35 square feet.  
Banners cannot exceed 60 square feet.

**Q. Where can I put my temporary sign?**

**A.** All temporary signs must be on private property.  
Banners must be attached to a building.

**Q. How many temporary signs can I display at one time?**

**A.** One temporary sign is allowed per business.  
Multi-tenant developments may have up to four (4) temporary signs. No temporary sign may be closer than 75 feet to another temporary sign.

**Q. When do the new regulations go into effect?**

**A.** New sign regulations go into effect **January 3, 2010**. However for temporary signs, there will be an "enforcement grace period" until **March 4, 2010** to bring all temporary signs into conformance with new regulations. Multi-tenant developments will be issued permits on a first come, first served basis.

**Q. What happens if it's after March 4, 2010 and I have a temporary sign that has not been permitted or is not in compliance with new regulations?**

**A.** You will receive a notice to bring the violation into compliance or be subject to fines up to a maximum of **\$2,000 per day per violation**.

**Q. What do I need to get a temporary sign permit?**

**A.** You will need to complete and submit a temporary sign permit application and pay the applicable permit fee. Information needed includes business address, person responsible for the sign, type of sign, sign dimensions, sign location and information related to any other temporary signs on the property.

**Q. Who do I contact if I have questions about temporary signs or any other sign?**

**A.** You can contact the Planning Department at (806) 378-6290 or visit <http://signs.amarillo.gov>.



## TEMPORARY SIGN PERMIT COST

### 3 Types of Temporary Sign Permits

**"Limited" temporary sign permit - \$15 fee**

*Allows a temporary sign to be displayed for up to 60 days.*

**"Annual" temporary sign permit - \$60 fee**

*Allows a temporary sign to be displayed for four 60 day periods per year. The sign must be removed after each 60 day period for a minimum of 30 days*

**"Annual" banner permit - \$60 fee**

*Allows the display of a banner on a property for one year. The banner must be attached to the building. Different banners can be displayed throughout the one year time frame as long as there is only one banner displayed at a time.*