



FOR OFFICE USE ONLY	
CASE NO.:	_____
DATE SUBMITTED:	_____
TIME:	_____
STAFF:	_____

BANNER PERMIT APPLICATION

In lieu of this application, banners requested

- *As part of a Grand Opening Sign Permit shall use the Grand Opening Sign Permit Application.*
- *As part of a Special Event Permit shall use the Special Event Permit Application.*

MINIMUM SUBMITTAL REQUIREMENTS:

Banner Permit Fee. Fee does not apply to non-profit organizations (proof of 501(c)3 status is required), but they are required to register as Contractors and pay appropriate fees. **(Refer to the Planning and Development Fee Schedule for all applicable fees)**

Contractor Registration Fee and complete Application for Contractor Registration (if applicable). A sign permit will not be issued without a contractor registered with the City of College Station.

Application completed in full. This application form provided by the City of College Station must be used and may not be adjusted or altered. Please attach pages if additional information is provided.

One (1) copy of the banner graphic.

One (1) copy of the banner placement elevation.

Proposed two-week display period _____

Project Manager Approval: _____

NAME OF PROJECT _____

ADDRESS _____

APPLICANT / PROJECT MANAGER'S INFORMATION (Primary contact for the project):

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

CONTRACTOR'S INFORMATION:

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Current zoning _____

Present use of property _____

Distance of banner from ROW _____

Banner dimensions _____

The maximum allowed area of your banner cannot exceed 36 square feet.

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature and title

Date

BANNER PERMIT CHECKLIST

- PLEASE NOTE:**
- 1) Only one (1) banner per premise.
 - 2) Banner shall be allowed for a maximum 14-day period per permit (excludes annual banner permits).

The following are needed in all districts for a Banner Permit:

- Banner Graphics - Be sure to include to engineering scale:
 - Banner dimensions.
 - Square footage (cannot exceed 36 sq. ft.).
- Banner placement elevation - Be sure to include to engineering scale:
 - Pictures or graphics that show where signs are placed on the building.
 - Banner shall be mounted parallel to the face of a building.
 - Cannot exceed the top of the building.
 - Shall not be located with public road ROW of the State of Texas or the City of College Station.
 - Shall not obstruct any window, door, stairway, or other opening intended for ingress or for needed ventilation or light.