

# 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).
2. Banner elevation
3. No drawings required for a promotional permit.

**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 and of sufficient clarity.
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 timeframe for Banner/Promotional Permit.
5. Banner cannot cover exiting permanent sign, wall sign or general business sign.

**Banners:**

- 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) elevation per building or tenant space.
- Banners must be securely attached to the front or side of a building structure.
- Banners shall be kept in good repair and remain firmly anchored or secured to the building.
- Banners are prohibited in single family residential districts.

**Promotional Signage:**

- May include banners (securely attached to the building structure), flags, 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.
- NO ROOF TOP BALLOONS allowed.
- Two, 2-week, periods per calendar year.
- The two, 2-week, periods shall not occur in the same or consecutive months.
- 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.
- Promotional signage shall not extend into the City right-of-way, or in any sight visibility triangle.

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