



CITY OF
Oak Grove

2110 S. Broadway · Oak Grove, Missouri 64075 · (816) 690-3773 · Fax (816) 690-8478

TEMPORARY SIGN PERMIT

The City has adopted the
2012 International Codes

Inspections call
(816) 690-3773 Ext. 1007

return application to:

buildingofficial@cityofoakgrove.com

FEE \$25

Applied date _____

Posted Address: _____ Permission from property owner: _____

Applicant Name: _____ Phone Number: _____

Business Name: _____

Address: (if different from posted address) _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email address: _____

What are the approximate dimensions of the sign? _____

What does the sign say? _____

Date you want to post sign: _____

___ Construction (Valid 1 year)

___ **Banner** The use of any banner, pennant, flag, streamers, propeller, bunting or similar articles for advertising of a product, service, show, property or carnival is prohibited except by a temporary sign permit for specific events not to exceed thirty (30) days per issuance. Under no circumstances shall such a permit be granted for any premises more than once per quarter of each calendar year.

___ **Balloon** Balloons (hot air or cold air) and inflatable signs shall be limited to one (1) time per year for specific events not to exceed ten (10) days per issuance and require an area safety inspection before issuance of a temporary sign permit.

___ **Portable** Size may not exceed twenty (20) square feet. Portable signs may not be illuminated. May be displayed by churches, not-for-profit institutions, quasi-public institutions or governmental agencies for special events for a period of up to thirty (30) days once per quarter of each calendar year with a temporary sign permit free of charge. May be displayed on the premises by users other than those described above for not more than thirty (30) days. Use is limited to once per quarter of each calendar year with a temporary sign permit.

Completed by City:

Issued by: _____

Issued Date: _____ End Date: _____

OWNERSHIP AFFIDAVIT

STATE OF MISSOURI)

COUNTY OF JACKSON)

Comes now _____ (owner) who being duly sworn upon his/her oath, does state that he/she is the owner of the property legally described in the application for a temporary sign permit and acknowledges the submission of the application for a temporary sign permit on said property under the City of Oak Grove Unified Development Code.

Dated this ____ day of _____, 20____.

Signature of Owner

Printed Name

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

My Commission Expires

Chapter 405. Unified Development Code

Article VII. Sign Code

Section 405.290. Application.

[Ord. No. 1383 §703, 1-6-2003]

Any person, firm, corporation or organization desiring to place, erect, alter or relocate a sign, as herein defined, except an exempt sign, shall make application to the Building Inspector and shall provide in writing the following information:

- A. Name, address and telephone number of the applicant, owner (or owner's authorized representative) and the person, firm, corporation or association erecting the sign.
- B. A plot plan, dimensioned, showing the location of the building, structure and lot that the proposed sign is to be attached to or erected on.
- C. Photographs showing the location of the proposed sign and its relationship to the building that it is to be mounted on or the surrounding area if it is not a wall sign.
- D. One (1) drawing of the proposed sign showing the message to be displayed and method of construction, landscaping and attachment to the building or ground.
- E. A colors sketch showing the proposed color combination of the sign with proposed and existing surrounding materials.
- F. Written consent of the owner (or the authority to act on behalf of such owner) of the building, structure and land that the sign is to be erected on.
- G. A description of all electrical equipment and attachments if the sign is to be lighted or illuminated.
- H. Applications for temporary permits, as defined herein, shall include a written statement that the sign will be displayed for a period of time not exceeding twenty-one (21) days.