

**TOWN OF ERIE**  
**BUILDING DIVISION**



**645 HOLBROOK STREET/P.O. BOX 750 ERIE, CO 80516**  
**Main Phone: (303) 926-2780 | Fax #: (303) 926-2704 | Email: [bldgfx@erieco.gov](mailto:bldgfx@erieco.gov)**

**TEMPORARY SIGN PERMIT**

**Date:** \_\_\_\_\_ **Permit No.** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Type of Temporary Permit:**

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Grand Opening | <input type="checkbox"/> New Business | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Special Sale  | <input type="checkbox"/> Public Event | <input type="checkbox"/> Other _____   |

**Date(s) Temporary Sign to be Displayed :** \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** No sign shall be painted, constructed, erected, remodeled, relocated, expanded or have the copy of the sign changed or altered until a building permit and a sign permit for such sign has been obtained from the Town of Erie Building Official.

A Temporary Sign Permit issued by the Town shall be valid only for the dates specified. "Temporary sign" means any sign or advertising display constructed of cloth, canvas, fabric, plywood, or other light material intended to be displayed for not more than 30 calendar days.

Fabric signs for commercial purposes may be permitted for grand openings or similar occasions but shall be removed within 30 days from the date installed. Only one fabric sign per applicant shall be allowed in any one calendar year, except by special permit.

No sign shall be permitted on public right-of-way except governmental traffic control or informational signs and shall not be attached to a tree or utility pole whether on public or private property.

No permit shall be issued unless there is full compliance with the provisions of this Ordinance.

Please refer to the Sign Ordinance for additional/specific information regarding Temporary Signs.

**SIGNING BELOW INDICATES THAT I HAVE READ AND UNDERSTAND THE TEMPORARY SIGN CODE PROVISIONS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date