

TEMPORARY SIGN PERMIT



Definition and Provisions

A **temporary sign** is any sign not permanently attached to the ground, wall or building, that is intended to be displayed for a short and limited period of time.

***All signs must meet a required setback of five feet from any property line.**

Permits

- A permit is required by the City of Waukee before the erection, construction, alteration, placing or locating of all signs.
- The price of a sign permit is \$15 base plus \$0.25 per square foot.

Process

- Obtain and fill out a general permit application from the Development Services Department located at Waukee City Hall or online at **www.Waukee.org/BuildingPermits**.
- Submit a completed application with a copy of plans and specifications including details of size, location and proposed materials. Applications may be emailed directly to **kpurvis@Waukee.org**.
- After the application and all required information have been submitted, the department has up to 12 business days to review the application. You will be notified by telephone or email of approval and any fees.
- Once the permit has been approved and paid for, you may begin your project.



Project Identification Signs

- Such signs shall not exceed 50 square feet in area referring to the construction, lease, hire or sale of a building, premise or subdivision lot.
- Such signs shall be limited to two signs for each plat listed in any residential district and one sign for each lot listed in any commercial or industrial district.
- Such signs shall be removed as soon as the premises are sold or leased or construction has been completed.

Business Advertising, Opening/Closing

- Banners, not exceeding 32 square feet, A-Frame signs, balloons, posters and signs advertising an opening or closing of a business are allowed for four weeks and for no more than one time per year per opening and closing.

Business and Public Advertising, Special Events

- Banners, not exceeding 32 square feet, A-Frame signs, balloons, posters and signs advertising a special event may only remain in place for two weeks and for no more than four times per year.

Waukee Development Services Department

204 W. Hickman Road • Waukee, IA 50263 • 515-978-9533 • www.Waukee.org/BuildingPermits