

Requirements for Temporary Sign Permit

Section 2- By Right Permit for Temporary Signs

1. Complete in full and legible a Temporary Sign Registration Application with the following requirements:
 - a. The building owner's original signature (section 1.5 on Temporary Sign Registration Application) and proof of ownership. If an agent is signing for the building owner, an authorization letter in compliance with Chapter One of the MA Building Code is required.
 - b. All pertinent information on the Temporary Sign Registration Application must be complete.
 - c. Sign details shall be complete. Temporary signs are allowed only when the following conditions exist:
 - The sign must meet the following definition: Temporary Sign- Any and every sign which by its design and/or use is temporary in nature and or is not permanently mounted. Neither flags nor awning signs are considered temporary signs.
 - Complete a Temporary Sign Registration Application with the Building Department.
 - Meet the maximum square footage per district; see section [XXIIA](#) of the Zoning Bylaw.
 - The maximum height of Temporary signs is in accordance with [Table 22a.1, Signage Allowances Based on Zoning District or Use](#).
 - Required Time Frame: Lots or business establishments upon which a temporary sign and/or temporary window sign is allowed, per [Table 22a.1, Signage Allowances Based on Zoning District or Use](#), shall be limited to display such signs for a period not exceeding thirty (30) days with no more than three (3) such thirty (30) day periods permitted per calendar year. Thirty periods may be used consecutively. (see registration application)
 - d. Any omissions will cause denial of the application.