



Department of Planning & Development
2348 S. Brentwood Blvd., Brentwood, MO 63144
314-962-4800/ Fax 314-962-5632
www.brentwoodmo.org

Permit #: _____

Date Issued: _____

TEMPORARY SIGN PERMIT APPLICATION

Temporary signs shall be allowed only upon the issuance of a temporary sign permit and are subject to the following requirements:

Term: A temporary sign permit shall allow the use of a temporary sign for a specified 30-day period, except for construction signs, which may be used during the construction period and shall be removed no later than ten (10) days after the receipt of an occupancy permit for a building or development, or ten (10) days after completion of the work if no occupancy permit is required.

Number: Only three (3) temporary sign permits shall be issued to the same business license holder on the same zone lot in any calendar year, except for governmental, civic or eleemosynary signage which is permitted to one (1) sign per month for a maximum of ten (10) days in each month.

Please complete this request form. If approved, you will need to pay the necessary fee (\$10.00/sign, per permit period). Please submit this application with a picture of your sign, site plan (when applicable) and landlord approval. If you have any questions please contact the Department of Planning & Development at 314-962-4800.

Applicant Name (individual, not company): _____

Business Name: _____ Property Address: _____

Applicant Phone: _____ E-Mail: _____

Sign Message: _____

Size of Sign (height and area): _____ Sign Type (banner, flag, etc.) _____

Reason for Request: _____

Duration of Permit: _____ through _____.
start date end date

The following information must be included in order to be processed:

Picture of sign- Site plan shall also be included for ground signs. Pictures may be hand drawn to scale or with dimensions noted on plan. Ground signs shall maintain a 10' setback from right-of-way, which shall be noted on submitted site plan.

Applicant Signature: _____

Owner/Landlord Signature: _____

Review by Planning & Development Department:

Approved: _____ Denied: _____

Additional Requirements/Conditions: _____