

**You are
required to
get a
temporary
sign permit.**

There are two types of temporary signs:

- Portable Signs
- Other Temporary Signs



FEES:

Temporary Sign Permit -
\$35 per temporary sign

DISPLAY TIME LIMIT:

Up to one year. May be renewed.

EACH TEMPORARY SIGN:

- Requires the signature of property owner
- Temporary Sign Permit
- Temporary Sign Sticker issued by City of Sparks

Defintions:

Temporary Sign

means a sign that is used for a short period of time and is not permanently mounted to a structure or ground, and includes banners, pole signs, pennants and inflatables.

Portable Sign

means a movable sign that is not permanently attached to a structure or the ground which cannot be larger than 8 square feet and taller than 4 feet. Portable signs can only be displayed during business hours and must be located within 20 feet of the business public entrance.

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TEMPORARY AND PORTABLE SIGNS

Title 20. 04.010 Signs



Temporary Signs

Do all temporary signs require a temporary sign permit?

A temporary sign permit is required for all temporary signs except for portable signs or banners for advertising a vacant building.

How many temporary signs may a shopping center have?

A shopping center or business may have up to two temporary signs per public street entrance, not to exceed 8 signs, and restricted to a period specified on the temporary sign permit.



Temporary Sign Standards

- Must be located on private property
- Minimum setback from property line is one foot for every foot of height from the nearest travel lane
- Cannot be higher than roof or parapet of the building, including rooftop inflatables
- Must be kept neat, clean and in good repair, not faded, torn, damaged or otherwise unsightly
- May not be illuminated
- Maximum size shall be 18 square feet
- Shall not be located in public right-of-way, roadway, on-site drive aisle, designated parking area
- Shall be located outside of visibility triangle of driveway and/or street
- Permitted temporary signs do not count against the maximum allowable sign area

Does the property owner have to sign the temporary sign permit?

The property owner or property manager will determine which businesses may have temporary signs for each property. The temporary sign permit must be signed by the site owner/manager. If a site has more than one occupant who wishes to put up temporary signs at the same time, the site owner/manager must determine who can display the temporary signs.



Exception: Each owner of a vacant building may display a temporary sign affixed to the building not to exceed 80 square feet. These signs do not require a temporary sign permit.

How many portable signs may a business have?

One portable sign per business license. Portable signs do not count towards number of temporary signs or maximum sign area. Portable signs do not require a temporary sign permit.

Portable Signs

Portable Sign Standards

- Maximum size - 8 square feet
- Maximum height - 4 feet tall
- Displayed only during business hours
- Cannot be permanently affixed to any structure or vegetation including utility structures, traffic signs/poles, trees or similar items
- Shall not obstruct vehicular or pedestrian traffic
- May not be illuminated
- Must be located within 20 feet of business public entrance
- Shall not be located in public right-of-way, roadway, on-site drive aisle, designated parking area or landscape area
- Shall be located outside of visibility triangle of driveway and/or street





PERMIT # _____

DATE: _____

City of Sparks Temporary Sign Permit

Please Note: A shopping center or business may have up to two temporary signs per public street entrance, not to exceed 8 signs and are restricted to the period specified on this temporary sign permit. The number, placement and display time is at the discretion of the property owner/management and City of Sparks. **The fee is \$35 per temporary sign.**

PLEASE PRINT

Address of Temporary Sign: _____

From: ____/____/____ To: ____/____/____

Type of sign, description (materials, size etc.), and location of display on property (provide site plan and picture or drawing of the temporary sign):

Applicant Name/ Contact Person: _____

Name of Business/Organization: _____

Phone # _____ email _____

Address if different from above: _____

City of Sparks Business License # _____ Expiration Date: _____

Signature of Applicant: _____ Date: _____

I, the undersigned, have given permission to the applicant for the display of temporary signs as described above.

Name of Property Owner/Management: _____

Signature of Owner/Agent: _____ Date: _____

*Approved by: _____ Date: _____

Title: _____

*If there are any questions please contact the above listed person at: _____

Temporary Sign Sticker Number _____