



St. John Building & Planning Department  
10955 W. 93<sup>rd</sup> Ave. St. John, IN 46373  
Telephone: (219) 365-5301 Fax: (219) 558-2082

## TEMPORARY SIGN PERMIT APPLICATION

There is no fee or Building Permit required, however, you must obtain written permission from the Building Commissioner and the Zoning Administrator to erect a Temporary Sign.

NAME: \_\_\_\_\_

BUSINESS OR ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

LOCATION(S) OF TEMPORARY SIGN: \_\_\_\_\_

*Please attach a drawing of the sign including dimensions and a map indicating the location of the sign in relation to any street or highway.*

DESCRIPTION OF THE SIGN: \_\_\_\_\_

DATE TO BE INSTALLED: \_\_\_\_\_ DATE TO BE REMOVED: \_\_\_\_\_

*Per StJMC 24-553(i)(2) signs installed in the public right-of-way, including, but not limited to, attached to a tree or utility pole, are prohibited.*

*Per StJMC 24-557(a)(3) each business may display a temporary business sign not more than once per calendar year for thirty (30) days, or twice per calendar year for fifteen (15) days.*

*\*Please see StJMC 24-557 for further information on temporary signs.*

OFFICE USE ONLY	
APPROVED BY: _____	DATE: _____
START DATE: _____	END DATE: _____
DENIED BY: _____	DATE: _____
REASON: _____	
_____	