



330 Town Center Avenue • Suwanee, GA 30024  
(770) 945-8996 • (770) 945-2792 (Fax)  
www.suwanee.com

Temporary Permit for Advertising  
Devices

Submit Online

**Fees: \$35**

**PERMIT INFORMATION**

NEW

ADDRESS OF TEMPORARY ADVERTISING DEVICE \_\_\_\_\_

BUSINESS/ORGANIZATION NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY OWNER NAME \_\_\_\_\_

PROPERTY OWNER ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

LOCATION WHERE ADVERTISING DEVICE TO BE DISPLAYED  COMMON AREA  STORE FRONT

**(Attach Property Management Approval for COMMON AREA)**

**TEMPORARY ADVERTISING DEVICE REGULATIONS**

Temporary Advertising devices: Banners, streamers, pennants and similar temporary advertising devices shall be permitted on private property during the grand opening of a business, no more than five (5) days prior to opening and no longer than thirty (30) days after the date of the opening.

After the grand opening, each business owner will be permitted to utilize such advertising devices on such property for a period not to exceed thirty (30) days, said period being measured from calendar month and day to future calendar month and date (ex. March 3rd to April 3rd). Each business owner will be permitted a maximum of three (3) temporary advertising devices in a twelve (12) month period.

For both grand opening and special sales, each lot shall be limited to no more than two (2) banners.

No banner, streamer, or similar sign shall be used without first obtaining a **permit for each such advertising device** from the director in accordance with the permit provisions of this Ordinance.

**Advertising devices in multi-tenant office, shopping center, or similar must be displayed no further than 10 feet from the tenant's leased space. Only property owner/property manager may obtain temporary advertising device permit for display in common area and is subject to the maximum three (3) temporary advertising devices in a twelve (12) month period.**

Applicant Signature \_\_\_\_\_

## **Temporary Advertising Device Permit Regulations**

Temporary advertising devices (banners, flags, temporary signs, etc.) are permitted on private property only.

At no time may any advertising device be placed on any right of way, utility pole, tree or traffic control device.

Each business owner may obtain permits for up to two temporary advertising devices at a time, for a period not to exceed thirty (30) days, up to three times a year only.

During a grand opening, one additional permit may be obtained for the display of up to two temporary advertising devices for no more than five (5) days prior to opening and no longer than thirty (30) days after the date of the opening.

### **On a multi-tenant property (Office, multi-unit retail, etc.)**

Temporary advertising devices are to be displayed no further than ten (10) feet from the applicant's leased space.

**Only the property owner or property manager may obtain a temporary advertising device permit for the common area of any parcel.** Permits on common areas are subject to the same regulations as all other temporary advertising permits.

Inflatable and wind-driven devices are prohibited.

Completed form submit online [www.suwanee.com](http://www.suwanee.com) Signs