



BANNER PERMIT APPLICATION

RECEIPT#: _____
CHECK#: _____
CASH: _____

PERMIT#: _____

BANNER SQ. FT. _____ x \$2.00 _____

RECORDING FEE \$1.00

TOTAL FEES DUE _____

BANNER SITE ADDRESS: _____

ACTIVITY ON BANNER: _____

BANNER OWNER: _____

BANNER OWNER PHONE#: _____ E-MAIL: _____

BANNER SIZE _____ x _____ (IF FRACTION SQ.FT. ROUND UP TO WHOLE) SQ.FT. BANNER _____ WALL / GROUND

- NO MORE THAN ONE BANNER MAY BE PLACED ON A SITE AT ONE TIME.
- NO BANNER SHALL EXCEED 50 SQUARE FEET OR ONE SQUARE FOOT FOR EACH LINEAR FOOT OF BUILDING WALL OR LEASE SPACE WHERE THE BANNER WILL BE INSTALLED, WHICHEVER RESULTS IN THE LESSER SIGN AREA.
- NO MORE THAN TWO BANNERS PER YEAR MAY BE INSTALLED AT THE SAME LOCATION.
- NO OFF-PREMISE BANNER SHALL BE ALLOWED.
- SITE PLAN (SHALL BE ATTACHED): _____
- LANDLORD APPROVAL (IN WRITING SHALL BE ATTACHED, IF NEEDED): _____
- GROUND INSTALLED BANNER(S) SHALL BE PLACED IN APPROVED METAL FRAME: _____

DATE BANNER AND FRAME ARE TO BE ERECTED: _____

DATE BANNER AND FRAME ARE TO BE REMOVED: _____

ALL BANNER(S) & FRAME(S) SHALL BE REMOVED FROM SITE IN 30 DAYS

I, THE UNDERSIGNED, CERTIFY THAT THE DESCRIBED WORK LISTED ON THIS PERMIT APPLICATION IS TRUE AND CORRECT. I ACKNOWLEDGE THAT ANY PERMIT ISSUED ON THE REPRESENTATION HEREIN MADE MAY BE REVOKED AT ANY TIME, WITHOUT NOTICE, ON A BREACH OF REPERSENTATION OR VIOLATION OF THE CITY OF OLIVE BRANCH ORDINANCE THAT REGULATE BANNERS.

APPLICATE PRINT NAME: _____

APPLICATE SIGNATURE: _____

DATE: _____

APPROVED BY: _____

DATE: _____

CALL 811 BEFORE YOU DIG



BANNER REGULATIONS

I, THE UNDERSIGNED UNDERSTAND THAT I HAVE ONLY MADE AN APPLICATION FOR A BANNER PERMIT, TO PLACE A BANNER ON THE SITE ADDRESS LISTED BELOW AND THAT NO BANNER IS TO BE PLACED ON THIS SITE UNTIL, THIS BANNER PERMIT APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY OF OLIVE BRANCH CODE ENFORCEMENT DEPARTMENT, AT 662-892-9343.

LISTED BELOW ARE THE STEPS NEEDED TO GET A BANNER PERMIT APPLICATION APPROVED:

1. A SITE INSPECTION BY THE CITY OF OLIVE BRANCH CODE ENFORCEMENT DEPARTMENT MAY BE NEEDED AND APPROVED BEFORE THE PERMIT CAN BE ISSUED.
2. IF A SITE INSPECTION IS NEEDED, THE APPLICANT / CONTRACTOR SHALL HAVE THE LOCATION OF THE BANNER MARKED WITH FLAGS, STAKES, OR PAINTED ON THE GROUND.
3. AFTER SITE INSPECTION HAS BEEN COMPLETED AND APPROVED AND THE BANNER PERMIT APPLICATION HAS BEEN REVIEWED AND APPROVED. YOU WILL BE NOTIFIED THAT THE BANNER PERMIT CAN BE ISSUED, AT THIS TIME THE BANNER CAN BE PUT IN PLACE.
4. IF AFTER THE SITE INSPECTION AND BANNER PERMIT APPLICATION REVIEW HAS BEEN COMPLETED AND WE CAN NOT APPROVE YOUR BANNER PERMIT APPLICATION, YOU WILL BE NOTIFIED OF THE REASON(S) THAT WE COULD NOT APPROVE YOUR BANNER PERMIT APPLICATION. WHEN YOU HAVE ADDRESSED AND CORRECTED THE REASON(S) THAT WE GAVE YOU FOR NOT APPROVING YOUR BANNER PERMIT APPLICATION, WE WILL THEN BE ABLE TO ISSUE THE BANNER PERMIT

NOTE: NO WORK MAY BEGIN UNTIL THE ABOVE REQUIREMENTS HAVE BEEN COMPLETED AND APPROVED

I, THE UNDERSIGNED HAVE READ AND UNDERSTAND THESE REQUIREMENTS AND REGULATIONS THAT THE CITY OF OLIVE BRANCH HAS IN PLACE TO REGULATE BANNERS. I AGREE TO COMPLY WITH ALL OF THESE REQUIREMENTS AND REGULATIONS.

BANNER SITE ADDRESS: _____

APPLICANT / CONTRACTOR SIGNATURE: _____ DATE: _____