



Signage – Quick Sheet

The purpose of the regulations is to regulate signage in the Town to promote the safety of persons and property, promote the efficient transfer of information, protect the public welfare, and to enhance the appearance and economic value of the Town and its landscape. [Please refer to Section 3.06.01 of the Unified Development Ordinance for further information.](#)

Is a permit required for all signs?

A permit is not required for all signage. Some temporary signage is allowed without a permit as long as it complies with the standards noted in the UDO. Please contact our permitting department for permitting questions. Please refer to the attached chart for general requirements for permanent and temporary signs. Please review additional details in the [UDO under Sign Regulations.](#)

Sign Contractor Registration

It shall be unlawful for a person to engage in the business of installing, constructing, erecting, maintaining, demolishing, or repairing signs within the Town without first registering with the Town as a sign contractor. Visit the Town website or call the building inspections division for registration fee and process.

Sign Permit Applications

All applications for permits shall include a drawing to scale of the proposed sign (including size, colors and design) and all existing signs maintained on the premises and visible from the Right-of-Way, a drawing(s) of the lot plan and/or building facade indicating the proposed location(s) of the sign, and sign specifications. Applications shall be made to the Building Official on forms provided by the Town. If a site plan is required, the sign location shall also be shown on the site plan drawing. Visit the Town website building inspections page for appropriate permit fees.

Maintenance

All signs and advertising structures shall be maintained in good and safe structural condition, shall be painted on all exterior parts, unless coated or made of rust resistant material, and shall be maintained in good condition of appearance. If, upon inspection by the Building Official, a sign is not found to conform to the above, or is found to be in a dilapidated or deteriorated condition as defined herein written notice shall be given to the owner giving the owner 30 days to either put the sign in acceptable condition or remove the sign.

