

# PORTABLE SIGNS...

## WHAT YOU SHOULD KNOW



“Portable Sign” means any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A-frame or T-frame; menu or sandwich board signs; and umbrellas used for advertising.

### ***Excerpt from: Benbrook Municipal Code (Title 17 Zoning, Chapter 17.92.070)***

Portable signs may be temporarily located on property in “CF”, “E”, “F”, “HC”, “G”, and “H” zoning districts, subject to the following conditions:

1. **Permit Required:** No portable sign shall be located within the City unless a permit is issued by the Inspection Department of the City.
2. **Limit To One Sign:** Except as provided in paragraph 11 below, not more than one (1) portable sign may be located on a single platted lot of record or parcel, as shown on the City’s tax records at any time.
3. **Sign Specs:** Portable signs may not exceed fifty square feet (50 sq. ft.) of sign area and eight feet (8’) in overall height.
4. **Location:** All portable signs must be located on private property, a minimum of thirty-five feet (35’) from the intersection of any street or highway right-of-way. Note: no signs are allowed in the public right-of-way.
5. **Safety:** Portable signs may not be located in areas that may, in the judgment of the Building Inspection department or the Police department, create a safety hazard to vehicular or pedestrian traffic.
6. **Permit Expiration:** Except as provided in paragraph 11 below, permits may be issued by the Inspection Department for periods not to exceed twenty-eight (28) days per occasion, and not to exceed four (4) occasions per calendar year for a portable sign on any single platted lot of record or parcel as shown on the City’s tax records under the same ownership.
7. **Application Requirements:** All applications for portable sign permits presented to the Building Inspection Department must include the following information: name, address, phone number of the owner of property, the renter and the owner of the sign, the proposed dates the sign would be located on the property, the signature of the owner responsible for removal of the portable sign, and a scale drawing including the legal description of the property, all applicable property lines and dimensions, street intersections, driveways, parking and off-street traffic circulation areas, the proposed location of the sign. Except as provided in paragraph 11 below, the owner of any portable sign shall be responsible for obtaining the permit required herein and for any violations of this ordinance, whether the sign is leased or rented to another or not. Upon obtaining a sign permit, the owner of said sign shall sign a statement indemnifying and holding harmless the City for any damages which may result from the placement of said sign.
8. **No Relocation Without Authorization:** Portable signs, when permitted, may not be relocated to any other location on the property or to another property without prior authorization from the Building Inspection Department. Any approved relocation of a permitted portable sign does not extend the authorized time period of the sign.
9. **Must Meet Code:** Portable signs shall be required to meet all applicable building and electrical codes.
10. **In Good Repair:** Portable signs shall be maintained in good state of repair and shall not be allowed to become dilapidated, unsightly, or deteriorated.
11. **Portable Signs on Multiple Tenant Properties:** Properties with multiple tenants (e.g. shopping centers or strips) and having more than 400 feet of street frontage are permitted to have two portable signs present on a single property. Properties with 600 feet of street frontage are permitted an additional sign for each 200 feet of street frontage above 400 feet. Properties with multiple tenants may increase the total number of occasions allowed per calendar year by four (4) for each 200 feet of frontage beyond the first 200 feet. Applications for portable signs on multiple tenant properties must be made by the property owner or their designated property manager or by the sign contractor with written authorization from the property owner or manager. It is the duty of the property owner or manager to determine which tenant shall be authorized a sign within the total number allowed.

For questions, please call the City of Benbrook Inspections Department at 817-249-6064