



Department of Planning and Development
 723 West Markham Street
 Little Rock, Arkansas 72201-1334
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**Planning
 Development
 Building Codes**

SPECIAL EVENT SIGN (BANNER) PERMIT APPLICATION

Application Date: _____ **Permit #:** _____

Business Billing Information

Business Name: _____

Billing Address: _____

Phone: _____

Email: _____

Street Address of Sign: _____ **Zoning District:** _____

Dimensions of sign (not to exceed five (5) feet height and twenty (20) feet width): _____

Description of fastener, anchor or method for securing sign: _____

Beginning date of special event: _____

Number of special events (indicate 1, 2, 3 or 4): _____

NOTE: All freestanding signs require a minimum of five (5) feet setback from the property line to the closest edge of the sign/banner. Sign/banner may **not** be affixed to a tree, landscaping, screen wall or fence.

ATTACHMENTS SHALL INCLUDE: a) completed application for each proposed sign, b) site plan or satellite image, to scale, including proposed special event signs, all buildings and abutting streets, and (c) \$20.00 fee per sign, per six (6) week period, for a maximum of four six-week periods per calendar year, payable to "City of Little Rock."

I (*print name*) _____, **do hereby certify** that all information contained on this application is true and correct. I also agree to comply with all requirements of the City of Little Rock Building, Electrical, Traffic, and Sign Codes. I further certify I am authorized to make this application and install the sign or signs, and all proposed work is authorized by the owner.

Property Owner or Agent Signature

Zoning and Sign Inspector Signature