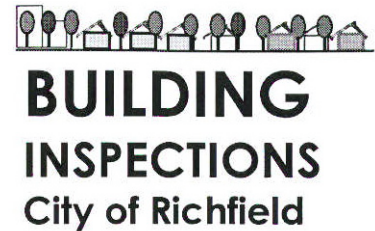
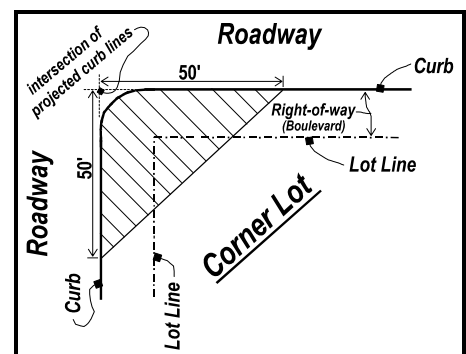


Temporary Sign Permits



The Richfield building code and city code provide minimum standards for creating an environment of health and safety for all Richfield residents.

- Permits are required for temporary signs.
- The Inspections Division issues temporary sign permits. Submit the following information with the permit:
 - a drawing of what the sign will look like, including proposed size and text
 - a site plan or elevation showing where the sign will be located
- A temporary sign permit is valid for up to seven days.
- A business organization or institution can have up to four permits within a year.
- Banners and pennants are permitted temporary signs.
- A fixed temporary ground sign may be permitted. This means a sign that is supported by posts that are imbedded in the ground. It should be designed so it can't be easily moved.
- A fixed temporary ground sign should not block traffic or visibility (vehicular or pedestrian) and shouldn't take up parking spaces.
- Portable ground signs are *prohibited*. This includes sandwich board signs, signs on wheels and signs that rest on the ground.
- Temporary signs are not permitted in residential districts unless located on the grounds of a school or church.
- The Building Official may impose additional conditions on a temporary sign permit including the size of the sign.
- Garage sale signs, real estate signs and temporary election signs do *not* require a temporary sign permit.
- Temporary signs taller than 30 inches are not allowed within the corner visibility triangle. (see diagram)



This handout is written as a guide to common questions and problems.

It is not intended nor shall it be considered a complete set of requirements.

City of Richfield • 6700 Portland Avenue South • Inspections Division • (612) 861-9860