



SUBMITTAL REQUIREMENTS: TEMPORARY BANNER PERMIT

General Explanation:

The Temporary Banner Permit Application is submitted and circulated online to the Planning Division. Applications are administratively reviewed and approval is required. The application will be reviewed in accordance with the procedures and requirements as outlined in Section 6.19 of the Frisco Unified Development Code (UDC).

General Banner Requirements:

- **Verbiage:** Banner verbiage must match the products or services offered by the business, sale events, or promotions, or announce the opening or closing of the business
- **Maximum Number of Weeks to Display a Banner:** 26 weeks/calendar year
- **Maximum Size:** 20 sq. ft. for businesses located in Main Street Corridor Sign District & 32 sq. ft. for business located in Summit Boulevard Corridor Sign District (see maps in Sign Code for boundaries)
- **Number:** Businesses can display one banner at a time
- **Location:** Banners shall be located on the exterior of the building or building projection. All corners must be secured to the building or building projection

HOW TO APPLY FOR PERMIT:

1. Request your [CommunityCore](#) login: Email TOFPermits@townoffrisco.com with your name, email, phone number, and address. Community Development staff will send you an activation link that must be clicked within 5 days to set up your account. Once your account is set up, you can submit your planning application (see step 2).
2. Submit your planning permit application through [CommunityCore](#) and upload all pertinent documents in PDF format.

Community development staff will email you when fees are assessed.

Review the below submittal requirements for applicable plans and documents which shall be submitted online with the Temporary Banner Permit application. Before submitting online, ensure you have all the information below.

1. General Application Information

- | | |
|--|--|
| ☐ Project Street Address & Unit Number | ☐ Applicant Name/Address |
| ☐ Business Owner Name/Address | ☐ Building Owner Name/Address |
| ☐ Description of proposed banner including sign wording, proposed locations(s), dimensions, materials, colors and height. | |

2. Property Owner Consent

If the applicant is not the owner of the property, a written statement by the owner consenting to this application must be submitted.

3. Homeowners Association Consent

For any improvements proposed on the common area as defined by the homeowners association and/or the Community Development Department require written permission from the homeowners association to which the property is a member.

4. Application Fee: \$30.00

5. Elevation Drawing

Provide elevation drawings or photographs of the proposed signage depicting the dimensions, design, colors, materials, and building façade or other locations where the proposed banner will be located.

6. Banner Information.

- | | |
|--|---|
| ☐ Dimensions of banner | ☐ Dates banner will be displayed |
| ☐ Total square feet of banner | ☐ Number of weeks displayed |

7. Business License

Required for any business wishing to display a banner.

INSPECTIONS

The Community Development Department shall have the authority to make periodic inspections of all banners for compliance with this section.