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## Temporary Sign Information Sheet

[permits@ci.mounds-view.mn.us](mailto:permits@ci.mounds-view.mn.us)

[www.ci.mounds-view.mn.us](http://www.ci.mounds-view.mn.us)

This handout provides information to assist you in the placement of a temporary sign.

**Temporary sign:** Any sign designed to be movable from one location to another and which is not permanently attached to the ground, a sign structure or a building. Most temporary signage requires a Temporary Sign Permit.

Example of Temporary Signs that require a permit:

- Banners
- Portable Sign
- Yard Signs over 4 square feet
- Sandwich Board or A-Frame over 8 square feet
- Inflatable Sign or Balloon

**Requirements:**

- A temporary sign may be used for up to 21-days per permit.
- A separate permit fee is charged for each 21-day period.
- The permit fee will be doubled if the sign is erected prior to a permit being issued.
- No temporary sign, banner or portable sign may be located on any multi-family, commercial or industrial property in Mounds View without first obtaining a permit from the City. If the City approves a permit for a temporary sign, it may impose conditions upon the approval, and it will be unlawful to locate or maintain any such sign for a longer period or in a different manner than specified in the permit. However, no such permit will be granted where other provisions of the City Code prohibit such temporary signs.
- Each multi-family, commercial or industrial business may have up to four 21-day temporary sign permits each calendar year. A fifth permit is allowed if at least one of the permits is for a banner. Permits may run consecutively if approved by the City.
- Banners shall not exceed 120 square feet or twenty percent (20%) of the surface area of the building face upon which the banner is attached, whichever is less. There may not be more than one temporary sign on any property.
- Portable signs cannot exceed 48 square feet.
- Temporary signs and banners attached to any building constructed of canvas, plastic material, cloth or other material must be strongly constructed and securely attached to the supports. They must be removed (including all framework and supports) as soon as damaged or torn.
- No temporary sign can be placed or project over or into public property or right of way.
- Temporary signs may not be hung so as to cover, either partially or completely, any door, window or opening required for ventilation.
- Except for grand openings or other special events, only one temporary sign shall be allowed on a property at a time.
- Inflatable devices or signs must be securely anchored to the ground and are not allowed to be placed on rooftops.
- Beacons and searchlights are not allowed.

### Temporary Signs that do NOT require a permit:

- Window signs – must not cover more than 50% of the window area
- Sandwich boards/A-frames up to 8 square feet and Yard signs up to 4 square feet – sign must be placed within 15 feet of the businesses' building
- A Flag or Pennant Stringer

### **Questions?**

If you have questions about the information in this handout, please contact the City Planner at (763) 717-4022 or the Community Development Department at (763) 717-4020 or e-mail your questions to [permits@ci.mounds-view.mn.us](mailto:permits@ci.mounds-view.mn.us).

The City website has permit applications and the entire City Code available for review at [www.ci.mounds-view.mn.us](http://www.ci.mounds-view.mn.us)

**This information is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.**