



City of Highland Heights  
Office of the City Clerk/Treasurer  
176 Johns Hill Road  
Highland Heights, KY 41076  
Phone: 859-441-8575  
Fax: 859-441-8293

## TEMPORARY SIGN PERMIT APPLICATION

A permit for a temporary or promotional sign may be issued for a period not to exceed thirty (30) days. A period of ninety (90) days must elapse before another such permit is issued for the same business, agency, or to the same individual. The maximum size of temporary or promotional sign is thirty-two (32) square feet. There is a review process and permit required for temporary or promotional signs. The city reserves the right to limit the number of temporary signs within the city and only one temporary sign is permitted per request. The fee for the permit is \$60.00.

### APPLICANT INFORMATION

Name of Business Requesting Permit: \_\_\_\_\_

Name of Owner/Operator: \_\_\_\_\_

Business Address:

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates Sign will be Displayed (30 day maximum): \_\_\_\_\_

### OFFICE USE ONLY

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Received by: \_\_\_\_\_

Fee \$: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Permit Starts: \_\_\_\_\_ Ends: \_\_\_\_\_