

All Permanent Sign restrictions and exceptions remain unchanged and will be enforced as presented in the Sign Ordinance. Check the website at www.bgky.org for a full copy of Section 4.6.8.F

DO: Get a Permit

- Sign Permits can be obtained from the Permits and Inspections Division of Housing and Community Development Department located at 1017 College Street.
- Permanent sign permits will require a review process before issuance. Cost is \$73.00 per permanent sign.
- Temporary sign permits will be issued on the same day as filed with the division. Cost is \$25.00 per temporary sign and the permit is good for 30 days; renewable up to a maximum of 120 days at a cost of \$25.00 per sign per 30 day period.
- All temporary signs will be inspected for proper placement, size and visibility by the Sign Compliance Officer.
- The Sign Compliance Officer will place a City of Bowling Green Approval seal on each sign displayed. This seal will be cross-referenced with the Temporary permit to track placement and expiration.
- Central Business district: Sidewalk temporary signs will have to be approved by the City Commission on an individual basis, including the time period to be displayed.



About Real Estate & Auction Signs

- Real Estate and Auction signs are exempt from permitting.
- Temporary off-premise Real Estate signs used as directional signs may be allowed for a period not to exceed 30 days prior to sale or auction date.

This sign type is an off-premise Auction sign that give direction to the auction sale and the date of the auction sale.

- All Real Estate signs other than an Auction sign shall be limited to on-site signs where property is for sale. This type of sign shall not exceed 32 square feet in sign area and no larger than 7 feet in height.
- Real Estate signs not bearing an address or date of sale are allowed to be posted on the property being sold and in the adjacent right-of-way, as long as the visibility of traffic is not obscured.



Permits & Inspections: 270-393-3676

Business Guide to Temporary Signage

Understanding Regulations for Temporary Signs in the City of Bowling Green

(Section 4.6.8.F of the Planning Commission Zoning Ordinance)



DO: Know What Requires a Permit

- **All permanent and temporary on-premise signs shall require a permit.**
- Eye catchers (flags, wind machines, streamers, windmills, whirly-birds and other moving objects), to promote a commercial interest, require a temporary permit for each object.
- Portable signs (signs with no permanent attachment to a building or the ground, including but not limited to, A-frame signs, pole attachments, searchlights, and stands) on wheels or freestanding, shall not be allowed permanently on any site. Portable signs must obtain a temporary sign permit.



DO: Use Product Labels & Place Signage on Your Building, If You Like

- Temporary signs that are attached directly to the building of a business that has on file with the City of Bowling Green a permanent wall sign permit will be allowed to display the temporary sign without a temporary sign permit. Be sure to keep total sign coverage (including permanent and temporary signs) on the face of the building within the percentage allowed by your property's zoning. See the Sign Standards Summary Table posted online with the Sign Ordinance at www.bgky.org.
- Product labels or product signs attached to or adjacent to the product are exempt from temporary sign permitting.



DO: Renew Your Temporary Permit, if Applicable

- A temporary sign permit is good for 30 days; the permit is renewable up to a maximum of 120 days at a cost of \$25.00 per sign per 30 day period.
- A new and different temporary sign may be permitted and displayed if the company so desires. This will start the 120 day process over at \$25.00 per sign renewable every 30 days per sign.



DO: Retire Your Temporary Sign When Required

- If the temporary sign should reach the maximum of 120 days the sign is to be retired from display.
- Portable signs (signs with no permanent attachment to a building or the ground, including but not limited to, A-frame signs, pole attachments, searchlights, and stands) on wheels or freestanding, shall not be allowed permanently on any site.
- Portable signs and eye catchers are prohibited from renewal of the temporary sign permit after the 120 day limit in a calendar year.



DON'T: Place a Temporary Sign Unlawfully

- Off premise signs (signs advertising off your premises) are prohibited.
- No temporary, commercial or for profit signs will be allowed in the right-of-way.
- Temporary signs shall not be erected to obstruct free and clear vision of an intersection and/or traffic signals.
- All freestanding temporary signs shall be set back a minimum of 20 feet from the edge of pavement. If the principal structure is located less than 20 feet from the edge of pavement, the sign shall be affixed to the flat surface of the building.
- Temporary signs on or attached to utility poles or trees, shrubs, or plants are prohibited, except that approved community banners may be attached to utility poles.
- No signs, permanent or temporary, will be allowed to extend above the roof line of the building.
- Exception: Grandfathered signs erected prior to July 1, 2009, date of the amended sign ordinance.

