



## Provincetown Department of Community Development

260 Commercial Street, Provincetown, MA 02657  
Tel: 508-487-7020 | Fax: 508-487-0032

### TEMPORARY BANNER PERMIT APPLICATION

Date: \_\_\_\_\_

Type of Organization:

Individual

Non-Profit Corp.

For-Profit Corp.

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Contact Information:

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

Contact Person: \_\_\_\_\_

Address of Banner: \_\_\_\_\_

*(Please attach proof of permission from property owner or get signatures on rear of this application)*

Location on Property(s): \_\_\_\_\_

Content of Banner:

*(Commercial sponsorship/  
advertisement not permitted)*

{ \_\_\_\_\_  
\_\_\_\_\_

*(Please attach a mock-up of your banner to this application)*

**Please read the following carefully: Any temporary banners not in compliance with an approved application will be subject to immediate removal.**

A Banner crossing above public ways shall not exceed three (3) feet in width and twelve (12) feet in length or sixty (60) percent of the width of the way, whichever is shorter and have a minimum height of the lowest edge of twelve (12) feet above the way.

A Banner shall have reinforced grommets at the four (4) corners. Each grommet (corner) shall have a minimum of one rope of sufficient length and strength to be fastened securely to a building, substantial tree, or other appropriate anchor located at opposite ends.

Banners shall not have weights attached in any manner.

Banners shall have enough *half-round openings*, not less than two (2) feet apart in all directions, to allow the passage of wind and substantially lessen the wind-load during stormy weather.

Proposed date temporary Banner will be posted: \_\_\_\_\_

Proposed date temporary Banner will be removed: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

For official use only

Signature of Building Official: \_\_\_\_\_

Date approved: \_\_\_\_\_

**From the Zoning By-laws**

**3250 Temporary and Political Signs** Cloth or cardboard signs, banners and posters, except posters intended for window display, shall be referred to the Building Inspector for approval and issuance of a permit. Temporary signs, banners, and posters covering social, holiday and political events must be firmly attached to a supporting device and present no undue hazard to the public. The time allowed for this type of advertising shall not exceed ninety (90) days.

Control of political advertising during an election campaign shall be administered by the Inspector of Buildings who may grant a one-time group permit to the Chairman or Candidate of any party in lieu of individual permits. All such advertising must be removed within ten (10) days after the election date.

**Building Owner Permissions** (from both hook locations)

*address 1 on banner application*

I \_\_\_\_\_ do hereby give permission for the banner to be hung on the building at \_\_\_\_\_ during the dates requested.

\_\_\_\_\_  
Signature of Authorized Representative

*address 2 on banner application*

I \_\_\_\_\_ do hereby give permission for the banner to be hung on the building at \_\_\_\_\_ during the dates requested.

\_\_\_\_\_  
Signature of Authorized Representative

**Festival Permissions**

*additional approvals for Portuguese Festival & Carnival*

If your event occurs at the end of June during the Portuguese Festival, or during the month of August before or during Carnival, you will also need to get approval from the Organizers of those events (the Portuguese Festival Team or the Provincetown Business Guild, the organizer of Carnival).

I \_\_\_\_\_ do hereby give permission for the banner to be hung on the building at the addresses stated on this application, during the dates requested.

\_\_\_\_\_  
Signature of Authorized Representative