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CITY OF BONITA SPRINGS

Community Development Department
9220 Bonita Beach Road, Ste. 111
Bonita Springs, FL 34135
Phone: (239) 444-6150
email: permitting@cityofbonitaspringscd.org

TEMPORARY SIGN PERMIT APPLICATION (2025)

PERMIT #: _____

*****TWO (2) SETS OF PLANS REQUIRED: SITE PLAN AND DRAWING OF THE TEMP. SIGN TO INCLUDE SIZE*****

Temporary **ON-SITE** signs may be permitted for grand openings or special occasions such as car, boat, or craft shows, carnivals, parking lot sales, annual and semi-annual promotions, or other similar events **PROVIDED THAT:**

1. A special occasion sign permit is issued by the Community Development Department.
2. The permit shall be for a period of time not to exceed fifteen (15) days, unless otherwise specified in 6-111.
3. **No business shall be permitted more than three (3) such permits in any twelve (12) month period.**
4. **All applications for special occasion signs (i.e., temporary sign) must include a signed statement (i.e., authorization letter) from the property owner of the subject property granting permission for the erection of the sign and recognizing that a lien may be filed against the subject property if the sign is required to be removed for an LDC violation.**
5. **A copy of the Lee County Business Tax is mandatory for all temporary sign permits.**
6. Signs shall be located on-site only and in such a manner as to not create any traffic or pedestrian hazards, as shown on the site plan provided by the applicant.
7. Signs shall be constructed and secured in accordance with all applicable standards.
8. Electric source must be at the location of the sign.
9. Balloons may only be permitted by a **licensed contractor.**
10. Business Name: _____
a. Site Address: _____ Bonita Springs, FL ZIP: _____
b. Unit Number: _____ Parcel (Strap) Number: _____
11. Contact Name: _____
a. Phone Number: _____ Email Address: _____
12. Date of Last Promotional Sign: _____ Permit Number: _____
13. Dates sign will be displayed: From Date: _____ To Date: _____
14. Type of Sign:
 - a. Construction Development Announcement
 - b. Flags (blade): number: _____ height _____ sq. ft. _____ (24 sq. ft. max)
 - c. Banners: size: _____ (32 sq. ft. max)
 - d. Tethered Balloons: Max. Height: _____ Sign Contractor: _____ License: _____
 - e. Pennants: Portable Size of Portable Sign: _____
 - f. Real Estate - For Sale size: _____ sq. ft. Real Estate - Rental size: _____ sq. ft.
 - g. Residential size: _____ sq. ft. (24 sq. ft. max) Commercial/Industrial size: _____ sq. ft. (32 sq. ft. max)
 - h. Open House size: _____ sq. ft. Estate Sale size: _____ sq. ft. Model Home size: _____ sq. ft.
15. Job Value: \$ _____
16. **I am applying herewith for a temporary special occasion sign permit and certify that the above information is correct.**

Property Owner / Authorized Agent Signature

Date

Explanatory Notes:

- Not to exceed 60 days for a temporary announcement sign or 180 days for a standard announcement sign.
- Construction signs may be erected no more than five days prior to any construction of the project and shall be removed prior to a certificate of occupancy.
- Real Estate signs may be permitted where the owner is actively attempting to sell, rent, or lease the property, either personally or through an agent.
- Development signs are permitted for one year in residential, commercial, or industrial-zoned districts (when meeting the criteria of 6-111(3)).
- Temporary Signage in the Downtown District is subject to the regulations contained in LDC 4-872 et. seq.
- Copy of Lee County Business Tax (required for all Temporary sign permits) must match business name seeking temporary signage permit.