

**CITY OF ALTAMONTE SPRINGS  
 ATTENTION GETTING DEVICE / BANNER  
 PERMIT APPLICATION  
 PHONE 407-571-8433 FAX 407-571-8445**

**PERMIT FEE: \$50.00**

Submit this form **48 hours prior** to the installation of any attention getting device, such as banners, cold air balloons, searchlights, tents (under 200 sq ft), canopies (under 400 sq ft) etc. (Double fee will apply if installed prior to permit issuance)

Documentation required with submittal:

- Written permission from property owner or property manager
- Site plan indicating location and size of attention getting device (may be hand drawn on back of application. Plan must be legible in order to avoid a delay.)

INSTALLATION DATE: \_\_\_\_\_ REMOVAL DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

TYPE OF ATTENTION GETTING DEVICE: \_\_\_\_\_  
 NUMBER OF ATTENTION GETTING DEVICES: \_\_\_\_\_

GENERAL REGULATIONS

- Installation of attention getting devices limited to a fifteen (15) day maximum period within a six-month time frame on single-use commercial properties. Any multi-tenant or mult-unit commercial properties are limited to a ten (10) consecutive day period within any three (3) month timer frame (4 x per year)
- All banners shall be placed on the building
- The maximum height of any helium balloons or similar attention-getting devices is 30 feet above roof level.
- NO attachments are permitted on any tree or landscape material

I, understand the general regulations stated above and agree that if at any time of inspection this attention getting device does not comply to these rules and the City's code of ordinances, the device shall be removed and the permit fee not refunded. I authorize the City to remove the device after the owner has been notified of any violation or if the device is not removed at the end of the permit period.

\_\_\_\_\_  
 Printed Applicant's Name                      Applicant's Signature                      Date

\_\_\_\_\_  
 Code Enforcement Review                      Date

- Approved                       Denied