



CITY OF KENNER

OFFICE OF INSPECTION & CODE ENFORCEMENT

MICHAEL GLASER
MAYOR

CATHERINE TOPPEL
INSPECTION & CODE ENFORCEMENT

TEMPORARY SIGN APPLICATION

Date of Application:	
Business or Organization Name:	
Address:	Telephone No.:
	Cellular No.:
Contact Person:	Facsimile No.:
	Email Address:
Type of Event: <ul style="list-style-type: none"><input type="radio"/> Grand Opening. Business start date: _____<input type="radio"/> Special Sale. What type (anniversary, holiday, etc.)? _____<input type="radio"/> Closing Sale. Closing date: _____<input type="radio"/> Other. Specify type of sale and provide relevant date(s): _____	
Type of Sign or Banner: _____ Date(s) for sign approval: _____	
Acknowledgement: Applicant acknowledges the following: <ul style="list-style-type: none">At no time can signs or banners be placed on city property or on the neutral ground.Illegal signs will be removed by Code Enforcement and can be subject to a fine or a court summons.The Director of the Department of Inspection and Code Enforcement may issue temporary permits for the following signs and displays for a period not exceeding thirty (30) days when in his opinion the use of such signs and displays would be in the public interest and would not result in damage to private property:<ol style="list-style-type: none">a) Signs advertising a special civic or cultural event such as a fair or exposition, play, concert, or meeting, sponsored by a governing or charitable organization;b) Special decorative displays for holidays, public demonstrations, or promotion of nonpartisan civic purposes;c) Special sales promotion displays in a district where such sales are permitted, including displays incidental to the opening of a new business.	
Date: _____ Applicant Signature: _____	
Instructions: Forms can be mailed or brought to the Department of Inspection and Code Enforcement. Address: 1926 18 th Street, Kenner, Louisiana 70062	
For use by Department of Inspection and Code Enforcement: <input type="checkbox"/> Approved. Date: _____ Employee's signature: _____	
<input type="checkbox"/> Disapproved. Date: _____ Employee's signature: _____	
Comments: At no time can signs or banners be placed on city property or the neutral ground. One banner per single-use site. One additional banner for multi-use site. Limit of 32 sq. ft. total size per banner.	