



BANNER PERMITS

FREQUENTLY ASKED QUESTIONS

DO I NEED A PERMIT TO PUT UP A BANNER?

Yes

HOW LONG CAN I LEAVE A BANNER UP?

Each permit lasts 14 days, and you can apply for up to 12 banner permits per year. There must be at least 15 days between banners.

WHERE CAN I PUT A BANNER?

Banners may be attached to posts or a building and must be secured not to flap in the wind. Banners cannot encroach in the right-of-way or obstruct visibility. Banners must be on the applicant's property (see exception below).

PERMITS & FEES

A Banner permit is required any time a banner is displayed. The Permit Type is SIGN and the Work Class is BANNER. The fee is \$25.

SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Typical submittal requirements for Banner permits include, but are not limited to, the following. Submittal requirements may vary depending on the scope of work. Additional documents may be requested by City staff. Documents must be in PDF format.

- Description of the banner with dimensions
- A site plan showing the location of the banner
- A graphic depiction of what the banner will look like

TYPICAL REQUIRED INSPECTIONS

Typical inspections for Banner permits include, but are not limited to, the following. Required inspections may vary, depending on the scope of work.



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- Inspection to verify that the banner matches the permit
- Sign Final inspection to verify that the banner is removed upon expiration.

GENERAL REQUIREMENTS

- Banner permits expire after 14 days
- A business or organization is allowed up to 12 banner permits per year
- A banner permit will not be issued if there has been a banner displayed within the last 15 days
- Exceptions for new businesses: A new business may display their first banner upon opening for a maximum of 45 days. The business may also have a second banner concurrently with the message “Grand Opening” or similar content.
- The size of a banner shall not exceed 40 square feet
- Banners must be secured so as not to move freely in the wind
- Banners may be of cloth, canvas, or similar non-rigid material
- Banners must be on the premises of the applicant’s business (or common area for multi-tenant properties with the property owner’s permission)
- Exceptions regarding off-premises banners: A non-profit civic organization may obtain a permit to erect a banner on someone else’s private commercial property, but they must submit a letter from that property owner granting permission with their permit application, and the banner must advertise an event, program, or organization within the City of Coppell. Hosting a non-profit’s banner(s) does not count against the business’s allotted 12 banner permits per year.
- See Section 6-15-5 (8) of the Code of Ordinances for details

CODES AND ORDINANCES

The City of Coppell has adopted the 2015 Editions of the International Building, Residential, Energy, Plumbing, Mechanical, Fire, Property Maintenance, and Existing Building Codes. The City has also adopted the 2014 National Electric Code and the 2018 International Swimming Pool and Spa Code. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell’s Code of Ordinances. Zoning regulations are in Chapter 12, and fence regulations are in Chapter 9. All contractors must be registered with the City of Coppell and licensed as required by the State.

https://library.municode.com/tx/coppell/codes/code_of_ordinances