

Can I place a banner on a vehicle at my commercial property?

Banners installed on vehicles cannot be verified to be installed safely. They are not permitted.

Can I place temporary signs in the windows of my business?

Temporary signs in windows are permitted in most zoning districts. They cannot block more than 1/3 of a window. All permanent window signs count against the wall sign allotment per building.

How do I report signs that appear to not meet the regulations?

Please report all possible violations to the Norfolk Impact Call Center at 664-6510.

How do I get approval for a permanent sign?

A checklist calling out all required documentation to apply for a permanent sign can be found at www.norfolk.gov/planning or directly at <http://norfolk.gov/DocumentCenter/View/1512>.



Additional Information

Questions regarding Temporary Signs? Suggestions for improvement? Please contact the following:

- Department of City Planning (zoning information): 757-664-4752 or email at: planning@norfolk.gov.
- Norfolk Cares Assistance: 757-664-6510.
- Development Services Center (Permits): 757-664-6565.



810 Union Street
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TEMPORARY SIGNS



RESIDENTIAL TEMPORARY YARD SIGNS

What is a temporary yard sign?

A temporary yard sign is “A temporary sign placed upon or supported by the ground independently of any other structure, but not including any A-frame sign.” This generally includes political signs, real estate signs, and home security signs.

What size temporary yard sign can I use at my residence?

- Temporary signs may be displayed on the property or on the building. All signs must be installed in a manner that is determined to be safe by the inspector.
- Banners are required to be within 10 feet of an entrance to the building in C-N and C-C zoning districts.
- Temporary signs cannot be placed on roofs of buildings or off the property.

How long can a banner be displayed?

The display period depends on the zoning of the property. Typically, a commercial banner can be displayed six (6) times per calendar year for a maximum of 20 days each time, subject to the issuance of a Zoning Certificate. The display time will be verified during the Zoning Certificate approval process.

- If the sign is to be assembled, construction drawings showing how the sign is assembled and installed.
- For banners, a drawing or photo of the sign and how it will be installed.
- A flame retardant certificate, from the banner manufacturer, showing the banner meets fire code requirements.
- A drawing or photo of the location on the building or where on the lot the sign will be installed.
- A completed Zoning Certificate Application which can be found at www.norfolk.gov/planning

What types of temporary signs are not permitted?

- Feather or similar style signs
- Signs that move or give the appearance of moving including pennants and streamers.
- Portable signs unless it is an “A” frame style sign that is permitted in certain city corridors by the *Zoning Ordinance*.
- Off-premise signs or signs placed on the public right of way.

How much does the Zoning Certificate cost?

- The Zoning Certificate will cost **\$30.00**.
- An inspection will be required once the Zoning Certificate is issued and the temporary sign is installed.
- Applicants will be provided with an approval sticker to apply to the banner showing the banner has been approved

How do I obtain a Zoning Certificate for my temporary sign?

- Apply in person at the Development Services Center (Permit Office) located on the 1st floor of City Hall at 810 Union Street.
- Apply via email attaching the required documents and applications at planning@norfolk.gov

