



**Town of Barnstable**  
**Building Department**  
Brian Florence, CBO  
Building Commissioner  
200 Main Street, Hyannis, MA 02601  
www.town.barnstable.ma.us



Office: 508-862-4038

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## Temporary Sign Permit Application/Registration

Applicant \_\_\_\_\_

Map & Parcel \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Type of sign \_\_\_\_\_

Number of signs \_\_\_\_\_

Dimensions of sign \_\_\_\_\_

Zoning District \_\_\_\_\_

Install date \_\_\_\_\_

Removal Date \_\_\_\_\_

Sign Location \_\_\_\_\_

*Street address*

*Additional Location List attached*

Sign Text/Event \_\_\_\_\_

Annual event application

**Building Commissioner Policy for: Barnstable Town Ordinance**  
**Chapter 240 Article VII § 61- Prohibited Signs - (N)**

*(N) Signs on or over Town property [para. are prohibited], except as authorized by the Building Commissioner for temporary signs for nonprofit, civic, educational, charitable and municipal agencies.*

***Temporary signs for special events shall be permitted on public property in all districts only in accordance with this policy:***

- A. Temporary signs must comply with Chapter 240 Article VII in all respects
- B. Events signs must be registered with the Building Department Temporary Sign Registry.
- C. The registration form shall include:
  - Event organizer contact information
  - A complete list of proposed locations written or on a Town Map
  - Installation and removal dates
  - Photograph of the signs or sign company tear sheet
- D. The installation of temporary and portable signs on traffic islands and sites containing memorials are strictly prohibited.
- E. Only one event sign per location or within 500' is permitted.
- F. A maximum of 20 temporary signs within Town limits per event is permitted.
- G. Temporary signs may be installed up to ten days prior to the event and must be removed within 48 hours following the event.
- H. Failure to remove or retrieve temporary signs or otherwise abide by this policy may result in a non-criminal citation of \$100.00 per violation.

**Definitions:**

**Special Event Sign** - A temporary sign advertising or pertaining to any civic, patriotic or special event of general public interest taking place within the Town.

**Temporary Sign** - A sign not constructed or intended for long-term use.