



# MEMORANDUM

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## Banners - Guidelines For Obtaining A Permit

Banners are regulated by the Tucson Sign Code. Banners require a permit be issued by the Sign Code Section of the Development Services Department (DSD). DSD is located at 201 N. Stone Ave. on the 1<sup>st</sup> floor of the Public Works building. You may mail in your request for the banner permit, with a check payable to the City of Tucson, to the following address: City of Tucson, Development Services Department, Signs Division, P.O. Box 27210, Tucson, AZ 85726. Please include your contact information: email/phone/fax numbers -and indicate the site address where the banner is proposed and the date you would like the banner permit to start.

Listed below are guidelines to assist you with obtaining a banner permit.

1. Maximum banners allowed – 1 per street frontage.
2. Maximum size – 90 sq. Ft. *Example- 6' x 15', 3' x 30' etc.*
3. Banner permits are issued in 45 day increments at a cost of \$31.25. A maximum of two, consecutive 45 day permits may be issued at one time (for each street front).
4. All corners of the banner must be attached to the building wall or façade.
5. Banners are not allowed in landscaping, attached to trees, poles, or vehicles.

*(Please note, these rules are currently under review by the Citizen Sign Code Committee, and may change in the future.)*

Contact us: [DSD\\_Signs@tucsonaz.gov](mailto:DSD_Signs@tucsonaz.gov), 520-837-4975  
Public Counter Hours: 8-11:45 a.m. M-F