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# Before You Apply

## Temporary Sign Permit

### What is a Temporary Sign Permit Application for?

This permit is for temporary signs, such as yard signs or banners that are not intended by planning or material to be permanently installed on the property. You can find the definition of temporary sign in our [Christiansburg Town Code Section 42-1. Definitions.](#)

### Required Files

The following files are required to be submitted with your application. Required files must be in PDF format.

- Sign details to show the sign design including the dimensions and any mountain details.
- Wall details are required for any mounted signs on walls or fencing.
  - This document depicts the wall's dimensions, the location of the proposed temporary sign, and the location and dimensions of any existing signage.
- Ground signs require a site plan which is an aerial of the property with the location of the ground sign indicated with setbacks called out from the property lines.
- *If staff needs additional information, someone will reach out to a contact on file.*

### Contact Information

Be prepared to enter contact information (name, address, phone number and/or email) for the applicant and property owner (if different from applicant).

### Fees

You will receive an invoice upon approval for \$30.00.

Invoices can be paid for on your permit portal and staff will be notified the following business day of the payment. You can also pay in person or by mailed check. Please print a copy of your invoice and provide payments to the Finance Department in the Town of Christiansburg Town Hall.

### Where to Apply

When you are ready to apply, you can find the application on the Town's permitting portal, linked below. You will need to register for an account the first time you use the portal. Once registered, you can click "Apply" and search for "Temporary Sign" to find the correct application.

[https://selfservice.christiansburg.org/energov\\_prod/selfservice#/home](https://selfservice.christiansburg.org/energov_prod/selfservice#/home)



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### What to Expect After you Apply

After you apply for a Temporary Sign Permit, staff will review your application and may reach out with additional questions. If/when your application is approved, you will receive an email letting you know the next steps.

### Additional Information

Temporary signs are allowed to be mounted for 90 consecutive days only. The 90-day timeline begins once the permit is issued.