



**City of Lauderhill  
PROMOTIONAL LICENSE  
Application**

5581 West Oakland Park Blvd. – Lauderhill, Florida 33313 (954) 739-0100,  
(954) 714- 1529

**\*\*\*\*PLEASE ALLOW 30 DAYS FOR REVIEW. ALL APPLICATIONS MUST BE  
SUBMITTED AT LEAST 30 CALENDAR DAYS PRIOR TO THE EVENT\*\*\*\***

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite: \_\_\_\_\_ Zip: \_\_\_\_\_

Corporate Name \_\_\_\_\_

Corporate Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_ EIN: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Event (include dates and times): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date/time: \_\_\_\_\_

Yes No Do you claim any exemption? Yes No if **yes, include copy of certificate.**

**THIS IS NOT A LICENSE**

**I understand that I cannot have the event until I have been issued a license. Also, I understand that a promotion or event license is subject to cancellation if local ordinances are violated.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Approvals: Zoning: \_\_\_\_\_ Date: \_\_\_\_\_ Fire: \_\_\_\_\_ Date: \_\_\_\_\_

Police: \_\_\_\_\_ Date: \_\_\_\_\_ City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Business Tax Division \_\_\_\_\_ Promotional Fee: \$ **231.53**

**Note:** Application is subject to approval by Zoning, City Manager and the Fire Department.



APPLICATION NUMBER

## TEMPORARY SIGN PERMIT APPLICATION

ENTER WORDING TO BE DISPLAYED ON SIGN :

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_  
\_\_\_\_\_

**Business Telephone Number:** \_\_\_\_\_

**Business Email:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_  
\_\_\_\_\_

**Applicant Telephone Number:** \_\_\_\_\_

**Applicant Email address:** \_\_\_\_\_

### SIGN TYPE

**Maximum of 30 square feet total per permit except for hand held signs (10 square feet)**

**Banner**       **Portable Sign**       **Window Sign**       **Other**

**Pennants / Balloons**       **Hand held signs**

Pennants, Balloons and Hand held signs limited to 3 day permits except 10 days for businesses in first 6 months of operation

### ATTACH THESE DOCUMENTS TO THIS APPLICATION

- A site plan, sketch or drawing showing the colors and location of the proposed sign, to scale, with all appropriate dimensions including the square footage of the sign.
- Written consent for the banner from the property owner or condo association.

APPLICATION NUMBER

**FEES**

3 days -- \$25

10 days -- \$50

30 days -- \$100

Should you have any questions concerning this application, please call Planning and Zoning at 954-730-3050.

**For Planning and Redevelopment use only:**

**APPROVED**

**APPROVED WITH CONDITIONS**

**DENIED**

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**Planning & Zoning:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CHECKLIST FOR PROMOTIONAL LICENSE

### **PLEASE SUBMIT THE REQUESTED ITEMS ALONG WITH YOUR APPLICATION.**

1. Map of site showing parking spaces, egress, ingress, tent locations and sizes, portable bathroom facilities, stage locations, vendors, rides, etc. **(If applicable)**
2. Description of all signs/banners, tents, etc. Where they will be located, sizes, dates the signs will go up and come down (subject to permit regulations).
3. Type of sound system to be used. Inside or outside, decibel level from property line, etc.
4. Letter from landlord of the property giving permission for the promotional event.
5. Number of people expected at the event, per peak time, per day.
6. Type and number of security personnel to be provided (cost to be borne by the business hosting the promotional event).
7. Explanation of all events to be held outside or inside.
8. Must show current proof of liability insurance with City of Lauderhill as certificate holder.