TOWN OF COLLIERVILLE
TEN THINGS ALL BUSINESSES NEED TO KNOW ABOUT SIGNS

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The following are ten frequent signage violations observed by our Codes Department for businesses and institutional uses. The first three require sign permits (other than temporary window signage) prior to installation with the requirements noted below. Signs in the Town of Collierville are regulated under Zoning Regulations Chapters §151.170 – 151.183.

If you have any questions regarding signage, please feel contact the Planning Division at planning@colliervilletn.gov or (901) 457-2360. We will be happy to assist you.

1. **Banners** – Banners are considered temporary signage and require a sign permit prior to installation. Businesses shall display temporary signage outside of a building, other than real estate sign or a political sign, no more than sixty (60) days per calendar year **and no more than one (1) sign at a time.**
   - For multiple tenant developments, temporary signs for tenants shall be mounted on the tenant's leased space either in the window as a temporary window sign or on the tenant's building frontage.
   - For multiple tenant developments, temporary signs for the development and requested by the property owner may be placed within the common area.
   - Be sure the property owner signs the application.

2. **Window Signs** – Permanent window signage requires a sign permit prior to installation. Temporary signage does not require a sign permit; however, they are required to comply with the following:
   - Temporary window signs shall be located fully within the interior of the building.
   - Temporary or permanent window signs may be attached directly to or mount within three (3) feet of the inside of commercial-type businesses.
   - Window signage may be constructed of vinyl, paper, cloth, or other like material.
   - LED or similar technology, electronic message center windows are prohibited within ten (10) feet of the window (see #4).
   - Decals, numbers, names, addresses, hours, credit information and the like attached to doors or windows and all of which occupy a total area greater than one square foot requires a permanent sign permit.

3. **Sandwich Board Signs** – Sandwich boards are considered permanent signage and do require a sign permit prior to installation.
   - Sandwich board-type signs shall be constructed of metal or wood.
   - Wood signs shall be constructed of medium density overlay (MDO) or a similar quality material, not grained plywood.
   - Edges shall be covered with molding; and
   - Erasable slate chalk boards are allowed.

The following signs are prohibited in all zoning districts in the Town of Collierville per §151.174. The Town of Collierville's Codes Division is tasked with the responsibility of enforcing the sign regulations and will address violations.

4. **LED, Neon, and Electronic Message Center Window Signs** – Not permitted unless they are placed more than ten feet from a window.

5. **Inflatable Animated Characters, Lighter than Air Devices, or Similar Balloon-Type Devices (includes balloons)** – Not permitted.

6. **Moving Signs** – Not permitted. This includes flashing, fluttering, moving, pennant, revolving, rotating, streamer, windblown, or similar signs or devices.

7. **Portable Signs** – A temporary sign or device that is located on the ground is easily movable and is not permanently attached to the ground (push-in signs) are not permitted.

8. **Signs erected in a public right-of-way or on public property** – Posting any signage on public property is not allowed. All prohibited signage will be removed.

9. **Handheld signs displayed within the public right-of-way** – Not allowed for commercial messages/advertising.

Per §151.176, signs must be completed per the approved permit specifications and within a certain timeframe.

10. **Sign Completion –** Approval for sign construction, alteration, relocation, or demolition of a sign structure authorized by a sign permit shall be completed within a period of 180 days of the date of the sign permit approval. Upon written request, one extension of 180 days may be granted by the Development Department if the applicant can show good cause. If the sign is not completed within 180 days and an extension has not been approved, the applicant will be required to apply for a new sign permit application.