A summary of ordinances that commonly impact local businesses
Temporary Special Event Signage
Temporary signage is often used when businesses wish to advertise a sale or event. Such signage requires a permit (no fee) and is often freestanding in nature.

Each business is allotted 20 days per calendar year for temporary special event signage. Up to four signs may be erected on-site during the term of the permit.

Examples of temporary event signage
- Banners (may not be more than 80 square feet)
- Pennants (may not be more than 200 lineal feet)
- Flying signs (may not more than 100 feet off the ground)
- Air-inflated devices (must be placed on the ground, may not be attached to a building and may not exceed 40 feet in height)
- Search lights
- Other signs approved by the city.

Help Wanted signs
Help wanted signs are often erected by our local businesses. A business may erect one help wanted sign without a permit. Such signage may not exceed 6 square feet in area.

Motion signs
Motion signs are prohibited. A common violation found is the use of flashing or scrolling “open” signs.

Temporary Signage
The City of Woodbury understands that many businesses wish to erect temporary signage for any number of reasons. While local ordinance does regulate temporary signage, it is allowed when erected accordingly.

Banners
Banners are a common temporary sign used by businesses and are allowed as follows:
- Must be maintained in good condition and be kept taut so as to prevent them from sagging or flapping in the wind.
- One banner per building or tenant elevation (on multitenant buildings).
- Can be displayed for up to six months per calendar year.
- Least restrictive of either 32 square feet or 5 percent of area of the wall, up to 80 square feet.
- Must be securely fastened on a building wall.
- A permit (no fee) is required.

Window Signage
Many businesses utilize window signage as an advertising medium. While a permit is not required for window signage, there is a maximum amount of signage allowed.

Window Signage: any sign placed on the interior of a window, or painted on a window, such that it can be read from the outside of the building.

How much window signage is allowed?
Window signs may occupy 30 percent of the window area with a maximum of 80 square feet per frontage.

How to Calculate
Multiply the dimensions of the window by 0.3. If this exceeds 80 square feet, 80 square feet is your max.

Example
10 feet x 20 feet = 200 square feet x 0.3 = 60 square feet allowed