

Sign Permits – City of Union

FAQ

1. ***Do I need a sign permit for yard sale/garage sale signs?***

If you are putting a sign in your own yard, you do not need a permit. If you are putting additional signs off-premise, you will need a permit along with written permission from the property owner and proof that all real and personal property taxes have been paid for all property upon which the sign is to be placed or erected. Off-premise private sale signs are three (\$3.00) dollars each with a maximum of five signs per sale. If signs are located along Hwy 50 or Hwy 47, you need to have written permission from MO-DOT. You can call them at 1-800-ASKMODOT. **ABSOLUTELY NO SIGNS MAY BE ATTACHED TO UTILITY POLES, STREET SIGNS, STOP SIGNS, TRAFFIC SIGNALS OR OTHER SIMILAR FIXTURES.** **All** signs must be kept out of the right-of-way. All yard/garage sale signs must be removed no later than seven (7) days after erection.

2. ***Do I need a permit for a special event sign such as an organization that wants to do a fish fry, breakfast, or a sponsor a public picnic, baseball and soccer sign-ups, etc.?***

On-premise temporary special event signs shall require no permit. Off-premise temporary special event signs require a permit but no fee will be charged. Written permission from the property owner shall be provided to the City for off-premise temporary event signs along with proof that all real and personal property taxes have been paid for all property upon which the sign is to be placed or erected. If signs are to be located along Hwy 50 or Hwy 47, you need to have written permission from MO-DOT. You can call them at 1-800-ASKMODOT. There is a maximum of five signs per event. **ABSOLUTELY NO SIGNS MAY BE ATTACHED TO UTILITY POLES, STREET SIGNS, STOP SIGNS, TRAFFIC SIGNALS OR OTHER SIMILAR FIXTURES.** **All** signs must be kept out of the right-of-way. No temporary special event sign shall be placed or erected more than six (6) weeks before the event and all such signs shall be removed no later than five (5) days after the event.

3. ***Do I need a permit for Political signs?***

Political signs shall not exceed six (6) square feet in area. Such signs shall be posted **ONLY** on private property with the permission of the property owner. There is no permit required for political signs.

4. ***I am opening a business and want to have a sign put up. What do I need to do?***

You need to fill out a permit or have the company putting up your sign fill one out. They need to submit plans stating what they are putting up (size and detail) and how they are going to do it (piers, footing, etc.). They will also need a site plan showing exactly where on the property the sign(s) will be located. **ALL** signs must be kept out of the right-of-way. If signs are to be located along Hwy 50 or Hwy 47, you will need to have written permission from MO-DOT. You can call them at 1-800-ASKMODOT. Make sure the sign company you select has a current City of Union Business License. (Call (636) 583-3600, ask for extension 1110 for information.) No permit will be issued until a Business License is obtained. If this is an illuminated sign, electrical drawings must be submitted along with the site and detail plan unless electric is already present.