

Enforcement of this Code is carried out by the Code Enforcement Staff of the Department of Codes and Regulations. If a portable sign is found on property that does not conform to the guidelines contained in this Chapter, the Responsible Party (Owner and/or Tenant) will be cited. Failure of the Responsible Party to remove the sign may result in criminal court action and/or confiscation of the sign.

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For further information regarding portable signs:

#### **For Permitting Information**

Department of Codes & Regulations (502) 574-2508

#### **For Ordinance Information**

City Council Clerk's Office (502) 574-3521

#### **To Make a Sign Complaint**

Metro Call 311 or (502) 574-5000

#### **If You Receive a Sign Violation Notice**

Department of Codes & Regulations Contact Inspector listed on notice

This pamphlet is designed to give a brief description of Portable Signs as in Chapter 8 Sign Regulations. It includes basic information and is not designed to be inclusive. For a full copy of this regulation, contact the Louisville/Jefferson County Planning & Development Services at (502) 574-6230.

### **Signs Along Scenic Corridors and Parkway**

No billboards, temporary, portable or outdoor advertising signs (such as signs located on transit benches) shall be permitted on any property or within any development site or parkway buffer adjacent to a designated parkway or scenic corridor (LDC, Chapter 8.6.2).

For further information about this topic, please visit the following website.

#### **Permits**

Information about obtaining a permit call (502) 574-3321 and ask for a sign permit writer.

#### **Penalties**

Penalty for illegal signs may include civil fines or from \$100-\$1000 per day of violation and a criminal complaint may be filed in Jefferson District Court. If convicted you will be subject to a fine or imprisonment as provided by law.

#### **Website**

<http://www.louisvilleky.gov/PlanningDesign/Idc/LDCMarch2006.htm>  
Go to Chapter 8 - Signs



Department of Codes & Regulations  
Inspections, Permits & Licenses  
Property Maintenance

444 S. 5th Street  
Louisville, KY 40202  
(502) 574-2508

[www.louisvilleky.gov/ipl](http://www.louisvilleky.gov/ipl)

Metro Call  
311 / (502) 574-5000

## Louisville Metro

### Land Development Code Chapter 8



**Department of Codes and  
Regulations**  
547-2508

#### **Property Maintenance Division**

[http://www.louisvilleky.gov/ipl/  
PropertyMaintenance/default.htm](http://www.louisvilleky.gov/ipl/PropertyMaintenance/default.htm)

eCustomer Service:  
[http://www.louisvilleky.gov/ipl/  
eCustomerServices/](http://www.louisvilleky.gov/ipl/eCustomerServices/)



**Portable Signs** are signs that are freestanding and can be moved. They are considered personal property unattached to the real property on which they are placed.

There are several subcategories of **Portable Signs**.

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## Small Freestanding

### Business Signs

Only one Small Freestanding Sign is permitted on premises located in C-N, C-1, C-2, C-M only. Examples of this type of sign is "**sandwich board**" or "**A frame**" signs.

To ensure that your **Small Freestanding Business Sign** is in compliance with the law, please check the following guidelines:

- Cannot exceed **12 square feet** per face
- No more than 2 faces per sign
- Cannot be over **4 feet tall**
- Must only advertise the business and/or products on site
- **Display is limited to hours of operation**
- **Cannot be illuminated**
- Cannot have any electrical components
- **Cannot be displayed in public right-of-way or public easement** unless it is properly permitted by the Department of Public Works
- Cannot interfere with vehicular or pedestrian traffic
- Must be kept in good repair
- Must be kept clean, free from weeds and rubbish

## Temporary Freestanding

### Business Signs

One **Temporary Freestanding Business Sign** may be **permitted in lieu of a permanent freestanding business sign with a permit** in C-1, C-2, C-M, M-1, M-2, M-3 and EZ-1 districts only. (Exception: Suburban Marketplace Corridor.) This type of sign may be displayed a maximum of 120 days per year.

The following criteria must be adhered to when displaying a **Temporary Freestanding Business Sign**:

- Must have a **valid permit**
- Cannot exceed **32 square feet** per face
- No more than 2 faces per sign
- **Cannot be over 6 feet tall**
- Must only advertise the business and/or products on site or religious, charitable or non-commercial messages
- **May be illuminated** if electrical components are UL approved and connected to a ground fault interrupter
- **Illuminated signs may not flash and must be constant in intensity and color**
- **All components must be non-moving and stationary**
- **Cannot be displayed in the public right-of-way or public easement**
- Cannot interfere with vehicular or pedestrian traffic

Refer to Chapter 8 of the Land Development Code for each zoning district, if the proposed sign is located in one of the following districts:

- ◊ Any Local Preservation District
- ◊ Downtown Development Overlay District
- ◊ Bardstown Road Overlay District
- ◊ Waterfront Development Area
- ◊ Gene Snyder Corridor
- ◊ Any Parkway or Scenic Corridor

## Temporary Banner Signs

**Temporary Banners** made of cloth, plastic or other soft material are allowed **with a permit**. Permits must be affixed to the sign. Only one **Temporary Banner** is allowed on any business premise. The size of a banner cannot exceed 50% of the allowed sign area for that building.

**Temporary Banners may only be displayed for 30 days at a time per permit, for a total of 90 days per calendar year.** Upon expiration of the permit, the banner must be removed.

**Temporary Banners** may only be attached to permanent structures (canopies & buildings).

### Special Event Sign

One **Special Event Sign** is permitted for institutional uses with the **proper permit**. Permits are valid for 120 days per calendar year. The expiration date of the permit must be affixed and visible at all times.

All **Special Event Signs** must conform to the following guidelines:

- Must not exceed **32 square feet** per face
- No more than 2 faces per sign
- Cannot be over **6 feet tall**
- **May be illuminated** if electrical components are UL approved and connected to a ground fault interrupter
- **Illuminated signs may not flash and must be constant in intensity and color**
- **All components must be non-moving and stationary**
- **Cannot be displayed in the public right-of-way or public easement**
- Cannot interfere with vehicular or pedestrian traffic
- Must be kept in good repair
- Small special event signs not to exceed 4 square feet are allowed without a permit and must be removed 3 days after the event