



**CITY OF SPRINGFIELD**  
**PLANNING & CODES DEPARTMENT**  
405 N. MAIN STREET  
PH. 615-380-8618

Sign permits shall not be required for the following:

**Addressing and Name of Resident:** Signs indicating address and/or name of residential occupants of the premises, not exceeding two square feet in area, and not including any commercial advertising or identification.

**Artwork:** Works of art that do not include any commercial messages or references and not to be included as part of the allowable square footage.

**Decals:** Decals affixed to windows or door glass panes, such as indicating membership in a business group or credit cards accepted at the establishments.

**Directional Signs:**

(1) Signs giving on-site directional assistance for the convenience of the public, not exceeding two square feet in area or located closer than five feet to any property line. Directional signs may be internally lit or illuminated by white light only.

(2) Church off-premise directional signs shall be located on private property and only with the owner's permission and limited to (2) two signs per church.

**Flags, Emblems, Insignia, and Banners:** of any governmental agency or religious, charitable, public or non-profit organization, subject to the following: No single flag that is flown shall exceed 40 square feet in area and no single zoning lot shall fly more than three such flags. If the total area of such flags exceeds 72 square feet, the excess area shall be included in the sign area calculations for the zoning lot. Flagpoles shall not exceed 30 feet in height. Wall-mounted flags, emblems, insignia, and banners shall be limited to one per zoning lot and shall not exceed 40 square feet in area.

**Handicapped Parking Space Sign:** Signs not exceeding two square feet in area reserving parking spaces for handicapped motorists.

**Home Occupation Signs:** On-premise identification signs for home occupations shall not exceed two square feet in area and shall contain only the name of the business and/or business owner. Such signs shall be located on an exterior wall, window, or door of the premises.

**Landscaping signs:** During the months of April 1 through October 31, one (1) landscaping sign up to a maximum of 4 square feet may be displayed on premise with property owner permission.

**Private Drive Signs:** On-premise private drive signs limited to one per drive entrance, not



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exceeding two square feet in area, with language limited to the words "private drive" and the address of any residences utilizing the private roadway.

**Public Signs:** Signs erected by government agencies or utilities including traffic, utility, safety, railroad crossing, and identification signs for public facilities, and any signs erected by the Board of Mayor and Aldermen or under the direction of the Board of Mayor and Aldermen.

**Security and Warning Signs:** On-premise signs regulating the use of the premises, such as "no trespassing", "no hunting" and "no soliciting" signs that do not exceed two square feet in area in residential areas and five square feet in commercial and industrial areas.

**Temporary Political Signs:** On premises temporary political signs may be located in any residential, commercial, or industrial district. These signs shall not exceed 16 square feet and are permitted in addition to any other signs permitted by this ordinance. Signs may be erected 75 days before the event and these signs shall be removed within seven days after the election or political event. Signs cannot be displayed in City or State right of way.

**Temporary Real Estate Signs:** Temporary signs indicating the availability of real property for lease or sale, located on the premises being leased or sold. Display of such signs shall be limited to (1) one per property not exceeding six feet in height and not exceeding four square feet in area in residential zones and eight square feet in area in all other zones. Such signs shall be removed within seven days of the settlement or lease of the property.

**Welcome Signs:** Monument signs or signs consisting of two poles supporting the face that are erected by governmental jurisdictions, civic clubs, or chambers of commerce to welcome visitors to the community. Such signs shall be located on public right-of-way or private property adjacent to major roadways near the entrance to the city limits, or other appropriate locations. The Board of Mayor and Aldermen shall approve the number, design, size, height, and location of all welcome signs before such signs are erected. All civic clubs shall be required to share a welcome sign at each approved location whenever possible, but in no event shall a shared civic club welcome sign exceed 120 square feet in size.