



TEMPORARY SIGN AND BANNER PERMIT

(Duarte Municipal Code 19.80.077)

Community Development Department
1600 Huntington Drive, Duarte, CA 91010
(626) 357-7931

Number of Permits Issued to Date: _____ **Fee: \$** _____

APPLICANT: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

TELEPHONE NUMBER: _____

| | | |
|---------------|----------------------------------|----------------------|
| TYPE OF SIGN: | _____ | _____ |
| | (Signs, Banners, Balloons, etc.) | Color |
| | _____ | _____ |
| | Dimensions | Total Square Footage |

Wording on Sign or Banner

INSTALLATION DATE: _____ REMOVAL DATE: _____

Note: Twenty-one (21) day maximum with the exception of Grand Openings (30 days)

APPLICANT'S SIGNATURE

DATE

PLANNING DEPARTMENT APPROVAL

DATE

The purpose of the Temporary/Banner Permit is to allow local businesses the opportunity to place temporary signage for a limited amount of time for advertising purposes. The signage cannot extend onto a sidewalk or street, nor can it be placed in front of any door, window, or fire escape. The wording on the sign should pertain only to business or certain activities located on the site in which the sign is displayed.

The following rules are applicable:

1. All signs/banners shall be made of cloth, vinyl, canvas, or similar non-paper material.
2. Banners for Grand Openings shall only be permitted for thirty (30) days.
3. The maximum period of time allowed per permit (with the exception of Grand Openings) will be twenty-one (21) days.
4. Temporary Sign/Banner Permits may be issued five separate times in a calendar year (including Grand Openings). Three permits at no charge and two permits for a fee of \$50.00 per permit for a maximum of twenty-one (21) days permit.
5. Only one sign/banner is allowed per street frontage.
6. Balloons for the purpose of display are allowed for a period of time, not to exceed forty (40) days.
7. No more than 20% of the front window may be used to display the sign.
8. No sign shall exceed a maximum of forty (40) square feet.
9. Temporary signs/banners shall in no way cause distractions to the public. This includes location, lighting and color.