

Planning and Building Agency  
 Planning Division  
 20 Civic Center Plaza  
 P.O. Box 1988 (M-20)  
 Santa Ana, CA 92702  
 (714) 647-5804  
 www.santa-ana.org

## APPLICATION FOR TEMPORARY SIGN PERMIT

### BUSINESS INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suite/Unit: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

### APPLICANT INFORMATION

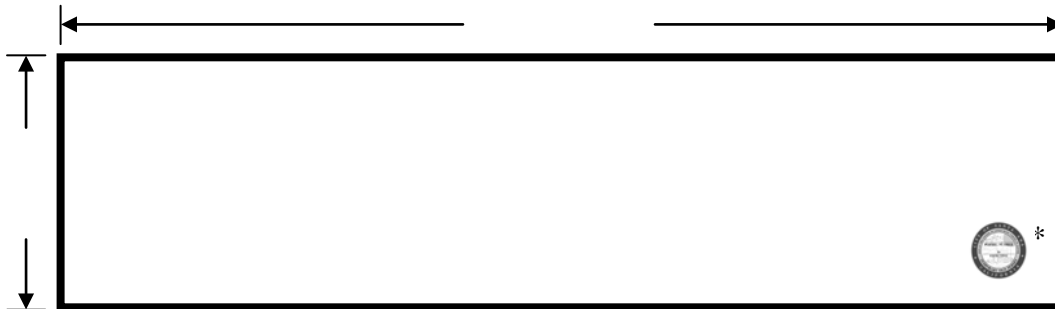
Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### TEMPORARY SIGN INFORMATION



Date's displayed: From: \_\_\_\_\_ To: \_\_\_\_\_

**Please Note:** A temporary sign must comply with the following conditions for approval:

- a. Approved Certificate of Occupancy?  Yes  No
- b. Banner shall not exceed thirty-six (36) square feet in area and shall not exceed eighteen (18) feet in length. For example, 3'x12'
- c. No more than four (4) temporary sign permits per calendar year, including grand opening signs.
- d. Temporary sign permit is valid for no more than 14 calendar days (30 days for grand openings).
- e. Constructed of lightweight plastic, vinyl, or similar material.
- f. Professionally lettered and limited to a simple message. For example "SALE" or "GRAND OPENING," or the business name until a permanent sign is installed.
- g. Securely fastened at all four corners to the building wall over tenant space only (no freestanding banners).
- h. All temporary signs must display a valid permit sticker, placed in the lower right corner of the sign, and must be maintained in clean and good condition.\*
- i. Required Fee

### FOR OFFICE USE ONLY

Date filed: \_\_\_\_\_ Approved by: \_\_\_\_\_

TEMPORARY SIGN PERMIT NO. \_\_\_\_\_

APPROVE  DENY