



CITY OF WALNUT CREEK

PERMIT FOR TEMPORARY SIGNS

A permit is required for any of the following:

Section 10-8.108.1.a. Business Opening

NO FEE

Permits may be issued by the Chief of Planning or his or her designee for small balloons, pennants, banners, and similar advertising devices placed over private property to call attention to business openings, providing such small balloons, pennants, banners, and devices are removed within fifteen (15) days after the first day of such opening or within twenty (20) days of installation, whichever occurs first.

Section 10-8.108.1.e. Temporary Banners

FEE: Refer to fee schedule

Notwithstanding the provisions of Section 10-8.107.2 of the Sign Ordinance, the Chief of Planning, or his or her designee, may issue permits for banners advertising special promotions. A banner may be displayed for a maximum of five (5) consecutive days, for a maximum of four (4) times in any one calendar year.

REQUIRED INFORMATION

Applicant Name _____ Phone _____

Mailing Address _____

Name of Business _____

Site Address _____

Name of Property Owner _____ Phone _____

Property Owner's Address _____

Purpose of Promotion _____

Dates Requested _____

Banner/Sign Size _____ Feet X _____ Feet = _____ Sq.Ft.

Colors _____

Banner / Sign Copy _____

➤ **On a separate piece of paper, please sketch the proposed site. Include enough detail to show the size, relationship, and location of banner/sign in relation to the building. Photographs may be submitted in-lieu of the drawing.**

- Banners / signs should be mounted to the building or other permanent structure. Do not tie or mount banners or signs to trees, light poles, or other inappropriate site feature.
- Banners should be securely fastened at each corner of the banner material.

AS THE APPLICANT, I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS AND WILL COMPLY WITH THEM AND ANY ADDITIONAL CONDITIONS IMPOSED. I ALSO UNDERSTAND THAT ANY VIOLATION OF THE CONDITIONS OF THIS PERMIT MAY RESULT IN MY BEING ISSUED A CITATION FOR AN INFRACTION OF THE WALNUT CREEK MUNICIPAL CODE.

Signature of Applicant

Date

Property Owner or Agent Approval

Date

Chief of Planning or Designee

Date

CONDITIONS _____

Original: Code Enforcement
Copy: Applicant