



Brea Civic & Cultural Center | 1 Civic Center Circle | Brea, California 92821 | www.cityofbrea.net

TEMPORARY SIGN PERMIT APPLICATION

Submittal Date: _____

This application is for a Temporary Sign Permit, per Brea City Code Section 20.28.090. An \$85 fee is required and must accompany this application.

\$85 deposit required

TIME REQUESTED:

<input type="checkbox"/> OPTION 1	30-Day Permit or 45-Day Permit	1 Permit Used
<input type="checkbox"/> OPTION 2	30-Day Permit + 45-Day Permit	2 Permits Used
<input type="checkbox"/> OPTION 3	30-Day + 45-Day Permit – 15-day break - 30-Day + 45-Day Permits	4 Permits Used

TYPE OF PERMIT:

Wall-Affixed Sign Type _____ (i.e., Banners, Flags, Etc.) Size: _____

Portable Sign Type _____ (i.e., A-Frame or Freestanding) Size: _____

Proposed Temporary Sign Permit Date Range: _____ to _____

ALL TEMPORARY SIGNS SHALL BE REMOVED FROM BUILDING/PROPERTY BY THIS DATE: _____

Description of Sign Text: _____

Proposed Sign Display Location*: _____

**Please attach a Site Plan and a Picture of the Proposed Sign with the application*

APPLICANT & PROPERTY OWNER INFORMATION:

Applicant's Name: _____ Email: _____

Applicant's Signature: _____ Date: _____ Existing Business

Business Name: _____ Phone: _____ New Business

Business Address: _____

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

STAFF USE ONLY:

APPROVAL

Signage Approved By: _____ Date: _____

Conditions (If Any): _____



TEMPORARY SIGN PERMIT FAQs

WHY DO I NEED TO APPLY FOR A TEMPORARY SIGN?

The purpose is to preserve and improve the general appearance of the city as a desirable and attractive environment in which to live and work. Our community's goals are to eliminate clutter, and excessive, conflicting, and confusing sign displays.

WILL I NEED A PERMIT FOR A TEMPORARY SIGN?

Yes, any temporary signs for promotion of services, merchandise, seasonal sales or for any other purpose require a permit.

WHAT TEMPORARY SIGNS ARE EXEMPT?

Interior signs, governmental flags, traffic, directional, warning, or informational signs. Temporary charitable or educational signs not exceeding four (4) square feet in area (Section 20.28.080.A2).

WHAT SIZE CAN MY SIGN BE?

Signs are limited to a maximum size of 24-sq-ft for freestanding signs and wall signs may not exceed 10% of the total outside wall, up to 100-sq-ft, excluding windows and door openings.

HOW MANY TEMPORARY SIGN PERMITS CAN I APPLY FOR AND WHAT ARE MY DISPLAY OPTIONS?

Applicants are limited to two 30-day temporary sign permits and two 45-day Temporary Sign Permits within a 365 day period. The City Code (Section 20.28.090) requires **breaks** in between each temporary sign posted.

	WHAT ARE MY DISPLAY OPTIONS?	HOW MANY PERMITS AM I USING?
OPTION 1	30-days or 45-days	1 permit used
OPTION 2	75-days <i>Includes a 30-day & 45-day permit</i>	2 permits used
OPTION 3	150-days <i>Includes a 30-Day & 45-Day Permit – 15-day display break – a 30-Day & 45-Day Permit</i>	4 permits used

Important: Please note that each code enforcement violation by a business counts as one of their permits, regardless of how long the business had their sign up. Also, a business with a violation cannot obtain a new temporary sign permit for a 60 day period following their violation. If you witness any violations or have further questions regarding enforcement conflicts, please contact Code Enforcement at (714) 990-7764.

WHERE CAN I PUT MY TEMPORARY SIGN?

Temporary signs must be placed on private property. They can be located in front of your business or within the property your business is located. Each business must obtain Property Owner/Management approval for the proposed location. Off-site signs are not permitted.

Note: Banners shall be fully secured and attached to the building and shall not extend above the top of the roof. Free-standing signs shall be 5 feet away from all property lines or sight distance areas at corners or drive aisles, clear of parking stalls or pedestrian pathways and store entries and exits. Check with planning staff for additional guidance.

CAN I PUT UP MY TEMPORARY SIGN ON PUBLIC PROPERTY?

Temporary signs are not permitted on public property (i.e., parks and City facilities, etc.). Signs within City right-of-way (i.e., sidewalks, etc.) must obtain a separate temporary sign in the rights-of-way permit.

WHAT DO I NEED TO SUBMIT?

The following items are required before any approval can be granted:

- Completed application found at <http://cityofbrea.net> under Permits and Licenses.
- Include the property owner/management's signature or letter of approval;
- Detailed site plan or aerial photo showing proposed location;
- Picture or example of proposed sign; and
- Payment for the required \$85 application fee.

WHO DO I CONTACT IF I HAVE QUESTIONS? Contact the Brea Planning Division at (714) 990-7674