

# Temporary Sign Permit Frequently Asked Questions

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## 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. Frankly, Breans want our community to look beautiful. Our community's goals are to eliminate clutter, and excessive, conflicting, and confusing sign displays. As such, Section 20.28.090 requires *breaks* in between each temporary sign posted.

## WHAT ARE MY DISPLAY OPTIONS?

Businesses are limited to **four (4) Temporary Sign Permit** per year for a total of 150 display days, see application for options.

\*Options available include the ability to combine permits and realize an extended display period under 1 permit and fee.

**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.

## WHAT ARE THE SUBMITTAL REQUIREMENTS?

A complete application for a Temporary Sign Permit is available online at <http://www.ci.brea.ca.us/Index.aspx?NID=335> or at the Community Development's Counter. The submittal requires the following **before any approval can be granted:**

- a) Completed application form with property owner's signature or letter of approval granting the display of temporary advertising devices on the property.
- b) Detailed site plan showing device location, photographs, and any other materials as deemed necessary by the City Planner, to illustrate compliance at the time of temporary sign permit application. Temporary signs must be placed on private property. Commercial or charitable signs are not permitted on public property (i.e., parks and city facilities).
- c) Note that banners shall be fully secured and attached to the building and shall not extend above the top of the roof. Free-standing or ground mounted advertising devices 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.
- d) Cash or Check with the required application fee.

## WILL I NEED A PERMIT FOR A TEMPORARY SIGN?

Yes, unless you qualify for banner placement as a charitable organization (see Section 20.28.080.A2). The application is available at Brea City Hall in the Community Development Department, or online at: <http://cityofbrea.net> under Permits and Licenses.

**WHO DO I CONTACT IF I HAVE QUESTIONS?** Please contact a Planner in the Brea Planning Division below:



City of Brea-Planning Division  
1 Civic Center Circle-Brea, CA 92821  
714/990-7674 office  
714/990-2258 fax  
[www.cityofbrea.net](http://www.cityofbrea.net)



**TEMPORARY SIGN PERMIT APPLICATION**

No. \_\_\_\_\_

Under Title 20, Section 20.28.090 of the Brea City Code, I wish to apply for a Temporary Sign Permit. (Please check mark below and enter requested information):

1. The Business is  new  existing.

2. I select the following Timing Option:

<u>OPTION 1 (1 permit used)</u>	<u>OPTION 2 (2 permits used)</u>	<u>OPTION 3 (4 permits used)</u>
<input type="checkbox"/> 30-Day Only Advertisement Or <input type="checkbox"/> 45-Day Only Advertisement  <i>Note: There must be a 30 Day Break in-between a 30-45 Day or vice versa.</i>	<input type="checkbox"/> 75-Day Advertisement <i>(This is a combination of a 45 Day &amp; 30 Day)</i>	<input type="checkbox"/> 75-Day Advertisement 15 Day Break- Banner must be taken down 75-Day Advertisement (Total 150 Days)
Requested Dates: ____/____/____ to ____/____/____	Requested Dates: ____/____/____ to ____/____/____	Requested Dates: ____/____/____ to ____/____/____  And... ____/____/____ to ____/____/____
<i>Sign text <b>may</b> change during allocated time period</i>	<i>Sign text <b>may not</b> change during allocated time period</i>	<i>Sign text <b>may not</b> change during allocated time period</i>
Number of available permits left in 365-day period: 3	Number of available permits left in 365-day period: 2	Number of available permits left in 365-day period: 0
Fee: \$50.00	Fee: \$50.00	Fee: \$50.00

\* Other options may be realized through the combining of allowed permits.

3. \_\_\_\_\_ DATE ALL TEMPORARY SIGNS SHALL BE REMOVED FROM BUILDING / PROPERTY.

4. DESCRIPTION OF SIGN TEXT: \_\_\_\_\_

5. SIZE OF SIGN: Please note that maximum size for portable signs is 24-sq-ft. Wall-affixed signs may not exceed 10% of the total outside wall and shall not exceed 100 sq-ft, excluding windows and door openings.

Wall-Affixed Sign Type: \_\_\_\_\_ (i.e., banners, flags, streamers, etc.) Size: \_\_\_\_\_ Qty: \_\_\_\_\_ (2 max)

Portable Sign Type: \_\_\_\_\_ (i.e., A-Frame, planters, or freestanding) Size: \_\_\_\_\_ Qty: 1 Only

6. PROPOSED SIGN DISPLAY LOCATION: Please attach a Site Plan, photos, etc. Other notes: \_\_\_\_\_

*By signing below, I acknowledge that my business is legally permitted under Local, State and Federal laws.*

7. Applicant's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

8. Business Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Business Address: \_\_\_\_\_

9. Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(or you may provide a letter/email granting approval from the property owner)

**CITY USE ONLY**

\$50 Fee Paid		Date all temporary devices shall be removed:  ____/____/____
Approved		
Disapproved		
No. of TSP	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>	

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Conditions (if any): \_\_\_\_\_