



# TEMPORARY SIGN PERMIT

Community Development Services  
Building Division  
220 E. Mountain View Street, Suite A  
760-255-5161  
www.barstowca.org

Permit # BBAN- \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**FEE: \$25.00 + \$5 Technology Fee (Non-Refundable)**

**DATE OF APPLICATION:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**NAME OF PROPERTY OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**TYPE OF TEMPORARY SIGNAGE REQUESTED:**

**BANNER** (Maximum Permitted One (1))

BANNER TO READ: \_\_\_\_\_

LOCATION OF BANNER: \_\_\_\_\_

**PROMOTIONAL FLAG(S)** (Maximum Permitted Two (2))

FLAG(S) TO READ: \_\_\_\_\_

LOCATION OF PROMOTIONAL FLAG(S): \_\_\_\_\_

**INFLATABLE DEVICE** (Maximum Permitted One (1))

DESCRIPTION OF DEVICE: \_\_\_\_\_

LOCATION OF INFLATABLE DEVICE: \_\_\_\_\_

**HANDHELD SIGN** (Maximum Permitted One (1))

SIGN WILL READ: \_\_\_\_\_

LOCATION OF WHERE HANDHELD SIGN WILL BE DISPLAYED: \_\_\_\_\_

**OTHER TEMPORARY SIGN(S)**

DESCRIPTION OF SIGN(S): \_\_\_\_\_

**I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF, AND AGREE TO COMPLY WITH, THE CITY'S ADOPTED TEMPORARY SIGN CODE ON PAGE 2 OF THIS DOCUMENT AND UNDERSTAND THAT FAILURE TO ABIDE BY THE CODE CAN RESULT IN ADMINISTRATIVE CITATION.**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PERMIT APPROVAL (Office Use Only)**

APPROVED WITH THE FOLLOWING CONDITIONS:

- PERMIT FOR BANNER, FLAG(S), INFLATABLE DEVICES AND HANDHELD SIGNS ARE GOOD FOR 90 DAYS OR LENGTH OF SPECIAL PROMOTION, WHICHEVER IS LESS. OTHER TEMPORARY SIGNS CAN BE DISPLAYED FOR A PERIOD OF NO LONGER THAN 45 DAYS, UP TO 4 TIMES PER YEAR. A NEW TEMPORARY SIGN PERMIT IS REQUIRED FOR EACH 45 OR 90 DAY PERIOD.
- ALL TEMPORARY SIGNAGE MUST BE ATTACHED APPROPRIATELY SUCH THAT NO HARM IS DONE TO ANY PERSON OR PROPERTY.
- ALL SIGNAGE MUST REMAIN ON PRIVATE PROPERTY. NO SIGNS SHALL BE INSTALLED OR DISPLAYED IN THE CITY'S RIGHT-OF-WAY.
- HANDHELD SIGNAGE MUST NOT BE DISPLAYED IN THE PUBLIC RIGHT-OF WAY AND SHALL NOT CONSTITUTE A HAZARD TO VEHICULAR AND PEDESTRIAN TRAFFIC.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **19.06.600 Temporary signs.**

### **(1) General requirements for temporary signs.**

- a. Temporary signs shall be allowed for use in the city subject to the following regulations. Every request for temporary signs listed under subsections (1), (4), (5), (6) and (7) of this section shall be made on a temporary sign permit application available from the city and shall require a \$25.00 permit fee.
- b. Temporary sign permits shall be valid for the length of the promotion or up to 90 days, whichever is less, no more than four times per year, unless otherwise specifically stated. All temporary signage must be kept in good repair. Temporary signage that has been damaged by weather is ripped, torn, faded or no longer able to be read must either be repaired, replaced or removed.
- c. Any temporary sign shall be removed by the owner of the property on which the sign is located within ten days after completion of the event or use it advertises.

### **(2) Types of temporary signs.**

- a. Banners, flags, streamers/pennants, inflatable advertising devices, hand held signs.
  - i. Banner, flags, streamers/pennants (for uses other than automobile sales facilities), and inflatable advertising devices, including nonmetallic balloons, shall be allowed as a means of advertising and promoting businesses subject to the following regulations:
  - ii. Only in conjunction with special promotions (i.e., grand openings, sales, new ownership/management or other event approved by the planning department).
  - iii. Issuance of a temporary sign permit shall allow for the use of either one banner, two flags, one inflatable device, one handheld sign, pennants or streamers, or a combination of the aforementioned, upon approval of the planning department.
  - iv. Placement of all temporary signs, including banners, streamers, pennants, inflatable devices and handheld signs shall be subject to the approval of the planning department.
  - v. Method of attachment of banners, flags, inflatable devices and/or pennants/streamers must be approved by the city's building department.
  - vi. Banners shall not exceed the total square footage of permanent on-site signage allowed under this chapter for the subject business.
  - vii. Streamers, pennants and balloons may be detached from the building, but may not be on or attached to public property, and not attached to utility poles or light standards within the public right-of-way.
  - viii. Only one inflatable device, including a balloon larger than 12 inches in diameter, or an inflatable statuary is allowed.
  - ix. Banners proposed within the public right-of-way shall be subject to chapter 12.16 (Banners).
- b. Hand-held signs.
  - i. Hand-held signs shall not be constructed of paper and/or cardboard.
  - ii. Handheld signs shall not constitute a hazard to vehicular and pedestrian traffic.
  - iii. Hand held sign applicants should not be required to pay the \$25.00 temporary sign permit fee.
- c. Temporary signs posted prior to an election shall be allowed subject to the following regulations:
  - i. Temporary signs shall be allowed on private property three months prior to an election and for ten days following the election. When located on developed property, such signs may not exceed 16 square feet; and when located on vacant property, such signs may not exceed 32 square feet. No such sign may exceed ten feet in overall height.
  - ii. Signs posted pursuant to this section that are located at the intersection of two streets shall not cause a sight-distance obstruction for vehicles on the street pursuant to section 19.06.040 of this chapter. Such signs are prohibited within any public right-of-way, and/or public-owned property, including but not limited to curb, sidewalk, parkway, median, and utility poles.
  - iii. Signs installed in noncompliance with any of these regulations shall be removed immediately, after the property owner has been given prior notice of the removal. If the city incurs any expense in removing noncompliant signs, the person responsible for such posting may be billed, and if such bill is not paid, will be subject to payment of a civil penalty. The applicant or property owner shall cause the removal of all temporary signs located on his or her property within ten days following the election.
- d. On property for sale, lease, or rent, temporary signs shall be allowed with the following regulations:
  - i. Such signs shall not exceed one per street frontage.
  - ii. Such signs shall not be illuminated.
  - iii. Such signs shall not exceed eight square feet in area in single-family residential districts, and 32 square feet in area in all other districts. For properties in any zone district that abut and are visible from a freeway, such signs shall not exceed 64 square feet in area.
  - iv. Such signs shall not exceed ten feet in overall height, except when more than 32 square feet in area. In this case, such signs shall not exceed 16 feet in height.
  - v. Such signs shall be removed within 30 days following the sale, lease and/or rental of the property.
  - vi. Nothing in the above regulations shall prevent the use of existing on-site sign structures (i.e., wall sign cabinets and/or free standing signs) in place of the signs allowed in this subsection.
- e. Other temporary signs. Temporary signs which are deemed non-commercial shall be limited to placement on private property with consent of the property owner.
  - i. Non-commercial temporary signs placed on residentially zoned properties shall not exceed four square feet.
  - ii. Non-commercial temporary signs placed on non-residentially zoned properties shall not exceed 25 square feet.
  - iii. Non-commercial temporary signs are not allowed within the public right-of-way.
  - iv. Non-commercial temporary signs can be displayed for a period of no longer than 45 days, up to four times per year.