



TEMPORARY BANNER PERMIT INFORMATION SHEET

A temporary banner is a sign intended to inform the public of a unique happening, action, purpose, or occasion, such as a grand opening. Please be aware that the regulations for a commercial banner are different from a non-profit organization.

A Temporary Banner Permit application shall be submitted when completing a Seasonal/Annual Agricultural Sales Use Permit or Special Event Permit Application. These three types of temporary banners do not require an additional fee. The criteria for a temporary banner are listed below. If you have any questions about temporary banner regulations, please call the Development Assistance Center at 949-724-6308.

INFORMATION SHEET

REGULATIONS FOR BUSINESSES ARE AS FOLLOWS:

- A. A banner may be displayed for up to forty (40) calendar days per year. Exceptions apply to Seasonal and Annual Agricultural Sales Uses. Seasonal Agricultural Sales Uses may display one (1) temporary banner per street or parking lot frontage for the duration of the Seasonal Agricultural Sales Permit.

Annual Agricultural Sales Uses may display one temporary banner per street or parking lot frontage for the duration of any particular season. The intent is to display temporary banner(s) for a limited duration, in accordance with a season and not a single banner for an entire year.

- B. Banner size is limited to thirty (30) square feet.
- C. Banner text is limited to the commercial center or business name, logo, event, dates, days, or time. Banner text may not include prices, telephone numbers, website, leasing information, name brands, or specific items for sale.

Agricultural Sales Uses may identify specific items for sale, such as tomatoes, sweet corn, or strawberries on a banner.

- D. An individual business banner may be located on the building only. A commercial center banner may be located on the building or on the ground. In no instance shall an individual tenant be permitted a ground-mounted temporary banner.
- E. Banners advertising the lease or sale of a building are not allowed.
- F. Banners advertising the rent, lease, or sale of a residential property are not allowed.
- G. Banners displayed within or on a window are not permitted.
- H. The maximum height of any building-mounted banner shall be below the roofline.

REGULATIONS FOR NON-PROFIT ORGANIZATIONS ARE AS FOLLOWS:

- A. A banner may be displayed for up to one (1) week for an event that will benefit the community or general public. The Director of Community Development may waive the one (1) week maximum limit if the special event is to occur for longer than one (1) week but no longer than one (1) month.
- B. The special event banner text may contain the name or symbol of a corporate sponsor, but this name or symbol shall not exceed one-third (1/3) of the total area of the banner.

TEMPORARY BANNER PERMIT INFORMATION SHEET

TO OBTAIN A TEMPORARY BANNER PERMIT:

1. Complete the attached application.
2. Submit the completed application via email to dlaw@cityofirvine.org or bring a hard copy of the application to the Development Assistance Center counter. Alternatively, you may mail your application to Development Assistance Center, P.O. Box 19575, Irvine, CA 92623-9575. The applicant will receive a billing invoice via email in the amount of \$48.40, which must be paid prior to permit approval.

If your completed application is submitted and approved, you will receive your approved permit by mail in approximately five (5) working days. Staff will issue a white permit sticker with the permit identifying the expiration date of the banner. The applicant shall attach the sticker to the lower right hand corner of the banner before it is hung.

3. The applicant is responsible for the removal of the temporary banner upon expiration of the time limit. Please be aware that City building inspectors will check to verify that the banner has been removed.
4. For Seasonal Agricultural Sales Use, Temporary Banner Permits are issued at the beginning of each season.
5. For Annual Agricultural Sales Use, a single Temporary Banner Permit will be issued for the entire year.

DEFINITIONS

Seasonal Agricultural Sales Use: A temporary agricultural use which directly relates to a specific time of the year, such as a holiday season or fresh fruit season, and provides agricultural products for sale to the general public on a seasonal basis. The time limits for seasonal agricultural sales uses are listed in Section 2-4-9 of the Irvine Zoning Ordinance (ZO). Examples of a seasonal agricultural sales use include, but are not limited to: seasonal fruit and vegetable stands, pumpkin patches, and Christmas tree lots. See Section 2-4 of the ZO for permit information.

Annual Agricultural Sales Use: An agricultural use that provides agricultural products for sale to the general public on an annual basis. This use is not considered a permanent use. Examples of an annual agricultural sales use include, but are not limited to: fruit and vegetable stands, the general public picking fruit from orchards, and plant nurseries (excluding wholesale only, plant nurseries, which do not sell to the general public). Non-agricultural products may be sold consistent with the requirements of an accessory use.



TEMPORARY BANNER PERMIT APPLICATION

This document will be forwarded to Building and Safety for enforcement, and constitute a legal permit, with limitations described herein. Upon approval of this permit, a City inspector will verify the sign is in accordance with the description on the permit. Upon expiration of the time period allowed by this permit, a City inspector will verify that the sign has been removed. Failure to comply with the terms of this permit will result in the denial of any future temporary banner permits.

BUSINESS NAME	DATE SUBMITTED

BUSINESS ADDRESS

CONTACT NAME	EMAIL	PHONE

PROJECT INFORMATION

BANNER TEXT

ADDRESS WHERE BANNER WILL BE DISPLAYED

BANNER TYPE	BANNER SIZE		
<input type="checkbox"/> WALL <input type="checkbox"/> GROUND (Commerical center only)	WIDTH	LENGTH	SQ. FT.

DATES BANNER TO BE DISPLAYED	TOTAL DAYS	NUMBER OF BANNERS THIS YEAR
 TO		

DIAGRAM OF BANNER LOCATION

FOR OFFICE USE ONLY	
STAFF REVIEW: CASE NUMBER _____ -PTB PERMIT EXPIRATION DATE _____	
CD PLANNING STAFF SIGNATURE _____ DATE _____	
CS APPROVAL _____ DATE _____ (CITY SPONSORED EVENTS ONLY)	