

WHEN ARE BANNERS PERMITTED?

Banners are permitted only during grand opening and sales promotion events. Applicants must obtain approval from the Community Development Department prior to displaying the banner.

WHAT IS THE MAXIMUM TIME PERIOD ALLOWED FOR BANNERS?

A period of time not to exceed thirty (30) consecutive days and separated by fifteen (15) days in any calendar year, for a sales promotion. In addition, new businesses, without any permanent signs, may display a banner for a one time period not to exceed forty-five (45) days for the purpose of a temporary business identification.

WHERE MUST THE BANNER BE DISPLAYED?

Banners must be displayed on the building wall where the applicant's business is located. Banners shall not be displayed, supported or hung on any tree, shrub or public utility post or on the roof.

WHAT IS NEEDED FOR A BANNER PERMIT?

The following information must be presented to the Planning Division for review:

- Information relating to time, dates and location of grand opening or sales promotion.
- Information relating to text, graphics and colors included on the banner. Please note that phone numbers are not allowed.
- Dimension of banner, text, graphics
- Letter of consent from property owner.

HOW MUCH DOES A BANNER PERMIT COST?

Banner permits are available to all businesses located in the City of Santa Fe Springs. Banner Permits are \$48. Please see fee schedule or contact the Planning Division for fee by calling (562) 868-0511 x 7550 or visiting online at <https://www.santafesprings.org>.

HOW LONG DOES IT TAKE TO PROCESS A BANNER PERMIT?

Banner permits are typically issued over the counter, provided all necessary information as mentioned above has been provided to the Community Development Department. ***You may also submit all application materials digitally via email to vincevelasco@santafesprings.org.***

We encourage your phone calls or inquiries. Please feel free to call the Community Development Department should you have any further questions regarding the Banner Permit Process by calling (562) 868-0511 x 7550