



# City of Cerritos

Civic Center • 18125 Bloomfield Avenue  
P.O. Box 3130 • Cerritos, California 90703-3130  
Phone: (562) 916-1201 • Fax (562) 916-1371

## TEMPORARY SIGN PERMIT APPLICATION

The following information is required for a Temporary Sign Permit. Temporary signs are defined as a sign constructed of paper, cloth, canvas, wood or other similar light-weight materials, with or without framing, and window displays, intended to be displayed for a period not to exceed twenty-eight (28) days. Permits for temporary signs, flags, banners, balloons and pennants may be granted by the Director of Community Development in any commercial or industrial zone or development area, if it is determined that the following provisions of Section 22.48.900 of the Municipal Code are satisfied:

- (2) Temporary signs, flags, banners, balloons and pennants. Temporary signs, flags, banners, non-metallic balloons 12 inches or less in diameter, and pennants used for any purpose, including grand openings and promotions, may be permitted subject to the following:
  - (a) A maximum of five (5) time periods per year.
  - (b) Each time period shall consist of a maximum of fourteen (14) days. No more than two (2) time periods can occur consecutively. If two (2) promotional time periods are not consecutive, the periods must be separated by at least fourteen (14) days.
  - (c) Flags and pennants may only be used during one (1) promotional period per calendar year.
  - (d) The maximum number of temporary signs or banners permitted per time period are as follows:
    - (ii) One exterior banner on each elevation;
    - (iii) Four (4) signs, including exterior banners.
  - (e) Total sign area for temporary signs and/or exterior banners shall not exceed the total square footage allowed for wall mounted identification signs. No individual temporary sign or banner shall exceed the size of the identification sign permitted on the front occupancy.
  - (f) All signs and banners must be exclusively attached to the building structure.
  - (g) A permit must be obtained for each time period prior to placement of temporary signs, flags, banners, pennants or balloons. Placement of all temporary signs, flags, banners, pennants or balloons shall be subject to the approval of the Director of Community Development.

Application fee: \$97.00

Temporary Sign Permit Application

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A. Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

B. Business address of Temporary Sign Permit: \_\_\_\_\_

C. Beginning and ending date of Temporary Sign Permit (note: dates approved may not match dates applied for): \_\_\_\_\_

D. Reason for sign(s): \_\_\_\_\_

E. Size of sign(s) (length and height): \_\_\_\_\_

F. Number of sign(s) and location(s) on building [note: a plot plan must accompany each application, clearly indicating the dimensions and shape of the subject building, and the location on the building of the requested sign(s)]: \_\_\_\_\_

G. Wording on sign(s) (including any designs, pictures or symbols which will also appear on the signs(s)): \_\_\_\_\_

H. Color scheme of sign: \_\_\_\_\_

I. Sign material(s): \_\_\_\_\_

NOTE: The City's approval of this Temporary Sign Permit application solely ensures that the sign permit request meets the provisions of the Cerritos Municipal Code. The City's approval does not address matters relating to the terms of any property lease or rental agreements the applicant may have with the property owner governing the installation of temporary signs. Compliance with the terms of said lease or rental agreements are the applicant's sole responsibility and the City of Cerritos shall be held harmless in the event of any conflicts.

**Sign application will not be processed unless driver's license number is shown.**

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Date

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Signature

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Driver's License Number

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Name (please print)

**City of Cerritos**

Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

All applicable conditions of approval, Cerritos regulations and development standards must be fully complied with. Approval of this permit is subject to applicant having submitted accurate dimensions and information.

Section 22.48.970 – Penalty for violation of Section 22.48.900(2) and Section 22.48.900(7)

Every person violating Sections 22.48.900(2) and 22.48.900(7) shall be guilty of an infraction. Upon a first violation the person shall receive a warning citation and have five (5) days from the date of the citation to cure the violation. Upon failure to cure the violation or upon the second violation occurring within one (1) year of the first violation the person shall be issued an infraction citation punishable by a fine of \$100.00. Every violation occurring after the second violation within one (1) year of the first violation shall be punishable by a fine of \$200.00. If the person has failed to cure the violation within five days from the receipt of an infraction citation, each separate day or portion thereof following which any such violation occurs or continues constitutes a separate offense.