



City of Calexico
Community Development Department - Planning Division

TEMPORARY SIGN PERMIT

608 Heber Avenue, Calexico, CA 92231

• Phone: (760) 768-2105 Email: planning@calexico.ca.gov Website: www.calexico.ca.gov

Submittal Requirements:

1. Site plan for specific location of the signs.
2. Sign detail as it will appear on the building or structure with dimensions, including proposed colors and materials.
3. \$45 non-refundable fee

Applicant Name: _____

Applicant Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Name: _____

Authorized Representative Address: _____

Authorized Representative Signature: _____

Site Address: _____

Name of business: _____ Number of Permanent Signs:

Type of Permanent Sign, Maximum of 2

Wall Sign Free Standing Monument Roof Sign Digital Signs

Description of Sign: _____

Sign Square Footage: _____

Sign Text: _____

I, _____^{print name} acknowledge that I have read the Regulations for Permanent Advertising Devices and agree to comply with all regulations relative to this permit and further agree to remove the Permanent signs(s) at the end of the permit expiration date.

Signature: _____ Date: _____

OFFICIAL USE ONLY	
Received By: _____	Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Permit Valid _____	_____

Why Do I Need a **TEMPORARY SIGN PERMIT**? Because it is required by Calexico City Ordinance and the Calexico Municipal Code:

Regulations for Temporary Advertising Devices "Temporary Signs"

ORDINANCE NO. 17.01.1117 AND CMG 17.01.1106

Section 1 Application Form and Administrative Processing Fee. All requests for Temporary Signs shall be made on forms prescribed by the City and shall pay the sum of \$45.00 per temporary sign (1/2 the cost of a permanent sign).

Section 2 Temporary Advertising Devices "Temporary Signs". Temporary signs such as pennants, banners, flags, non-metallic inflatable devices "balloons", and movable signs shall be permitted for promotional purposes only subject to the following regulations:

- A. All temporary signs shall require a permit and shall be subject to the review and approval of the Planning Division;
- B. Pennants, banners, flags, non-metallic inflatable (small or large) devices "balloons", and movable signs shall be displayed only at the location where the promotion occurs;
- C. The maximum number of temporary signs permitted per occurrence period shall be two (2) sign types;
- D. The display of temporary signs for promotional purposes shall be subject to the following additional regulations:
 1. Pennants and Flags (defined as small strips of cloth or plastic fabric triangular or rectangular shaped and a rectangular piece of fabric on poles used as advertising devices):

PENNANTS

- a. Pennants and/or flags on strings and flags on poles shall be allowed for a maximum of thirty (30) consecutive days per occurrence period, four (4) times per calendar year. No more than two (2) occurrence periods shall be combined at any one time. Each occurrence period shall be separated by at least Thirty (30) consecutive days if not combined;
- b. Flags on poles shall be limited to 10 flags per occurrence period. Each flag shall not exceed fifteen (15) square feet in area;
- c. The height of pennants and/or flags on strings and flags on poles shall not exceed twenty (20') feet above grade;
- d. Pennants and/or flags shall be kept in good condition at all times.

BANNERS

2. Banners (defined as a large strips of cloth or plastic fabric used as an advertising device):
 - a. Banners shall be allowed a maximum of thirty (30) consecutive days per occurrence period, four (4) times per calendar year. Each occurrence period shall be separated by at least thirty (30) consecutive days;
 - b. Only one (1) banner shall be permitted per building and/or tenant space;
 - c. Banner sign area shall not exceed fifty (50) square feet;
 - d. Banners shall be attached to the building or canopy parallel to the building face. No portion of any banner shall project more than six inches (6") from the face of the building or canopy to which it is attached;
 - e. Banner shall be kept in good condition at all times.
3. Small inflatable non-metallic devices "balloons": (metallic inflatable devices are not allowed)
 - a. Balloons twelve (12") inches or less in diameter may be allowed without a temporary sign permit on Fridays, Saturdays, and Sundays and on legal holidays if the holiday is on a Thursday or Monday;
 - b. The height of the balloons shall not exceed forty-five (45') feet above grade.
4. Large inflatable non-metallic devices "balloons": (metallic inflatable devices are not allowed)
 - a. Balloons greater than twelve (12") inches in diameter such as inflatable statuary, or a hot air balloon may be allowed with a temporary permit a maximum of thirty (30) consecutive days per occurrence period, four (4) times per calendar year. Each occurrence period shall be separated by thirty (30) consecutive days and must be included as part of a permitted promotional period;
 - b. The height of the balloons shall not exceed fifty-five (55') feet above grade;
 - c. Balloon shall be allowed only on private property;
 - d. Balloon shall be placed so as not to impede pedestrian and vehicular traffic;
 - e. Balloon shall be properly secured to the ground or a structure to withstand extreme wind conditions;
 - f. Balloon shall be kept in good condition at all times;
 - g. Only one balloon shall be permitted per building or tenant space.
- E. Movable signs defined as sandwich boards, made of wood, plastic, or metal which may contain commercial information may be allowed with a sign permit reviewed and approved by the Planning Division on a yearly basis subject to the following additional regulations:
 1. Only one (1) movable sign shall be permitted per tenant space;
 2. Sign area shall not exceed thirty inches (30") wide and forty-two inches (42") high and have no more than two (2) faces;
 3. Sign must be placed so as not to impede pedestrian and vehicular traffic;
 4. Sign must be place so as not to impede line-of-sight for vehicular traffic;
 5. Sign shall be allowed only on private property;
 6. Sign shall be displayed only during operating business hours;
 7. Sign shall be kept in good condition at all times.
- F. Temporary Window Signs may be allowed without a temporary sign permit subject to the following regulations:
 1. Sign area shall not exceed 50% of the window area;
 2. Holiday window decorations shall be permitted. The duration for the decoration of the window shall be limited to a period not exceeding six (6) weeks prior to the holiday and two (2) weeks following the holiday.