



## City of Industry Temporary Banner Application: Step-by-Step Guide

*Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.*

### **Step 1 → Contact the Planning Department**

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed project is permitted. A copy of the zoning code can be found on the City of Industry website at: <http://www.cityofindustry.org>

15625 Mayor Dave Way

City of Industry, CA 91744

Phone: (626) 333-2211

[planning@cityofindustry.org](mailto:planning@cityofindustry.org)

Counter Hours: Monday through Thursday, excluding holidays

8 am to 11:30 am and 1 pm to 4 pm

### **Step 2 → Obtain Temporary Banner Application**

[Visit cityofindustry.org](http://www.cityofindustry.org)

*Or*

Request an application by email: [planning@cityofindustry.org](mailto:planning@cityofindustry.org)

*Or*

Request an application by phone: 626-333-2211

*Or*

Visit us at City Hall (address above)

### **Step 3 → Fill Out Temporary Banner Application**

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

### **Step 6 → Submit Completed Application to City Hall**

Submit the completed application to the Planning Department for approval. Your project will be assigned to a planner and you will be contacted if any additional information is needed.

### **Step 7 → Approval Issued**

Once your application has been approved, the Planning Department will issue a copy of the application with a stamp of approval.



# City of Industry Special Event/Temporary Banner Application

15625 Mayor Dave Way • City of Industry • CA • 91744 Phone: (626)  
333-2211 • Fax: (626) 961-6795  
www.cityofindustry.org

Please type or print clearly

Banner Location: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Street Zip

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Purpose of Banner: (Include Start and End Dates) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Temporary Banner(s): \_\_\_\_\_ Dimensions: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

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

Please submit the following with this application:

**For Temporary Banners**

- Colored elevation of banner(s) calling out dimensions or fill-in information below.
- Site plan indicating location of banner(s)

**Temporary Banner Fill-in: Write/Draw what information will be on the Banner and include Length and Width of Banner**



Temporary banners are permitted twice a year for a period of no greater than fifteen (15) days. A maximum of two (2) temporary banners will be permitted with a total combined sign area not to exceed eighty (80) square feet. All banners must be attached to the wall of the building.

Office Use Only