



# City of Commerce

Economic Development and Planning Department  
2535 Commerce Way  
Commerce, CA 90040  
Tel. (323)722-4805 • [planning-division@ci.commerce.ca.us](mailto:planning-division@ci.commerce.ca.us)

## TEMPORARY SIGN PERMIT APPLICATION

### FOR OFFICE USE ONLY

**Project No:** \_\_\_\_\_ **Application Fee:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**APPLICATION COMPLETENESS:** Only applications that include all of the required application requirements will be deemed “complete.” Please be advised that additional information may be required to complete your application.

The Economic Development and Planning Department retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified, within **30 days** of filing the application and paying all required fees, whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

**NOTE:** The Temporary Sign Permit Application is also available at the following website address:  
<https://www.ci.commerce.ca.us/city-hall/economic-development-and-planning/planning/planning-applications-fees>

A Temporary Sign Permit shall be required prior to the placing, erecting, moving, reconstructing, altering, or displaying of any sign or advertising display in the City. Please be informed that if you do not have a current business license with the City, you will be required to obtain one prior to the issuance of a permit. Please note that application, permit and business license fees are paid separately.

### INSTRUCTIONS TO APPLICANT:

- A. Complete all the items listed below. *Please print legibly.*
- B. Submit the following:
  - 1 completed Application
  - 1 electronic copy of Sign Plans to scale (*or 11”x 17” sheets if submitting in person*)
- C. Application Fee (*See link above for current ‘Fee Schedule’ information*)

**\*For electronic submittals email all required documents to: [planning-division@ci.commerce.ca.us](mailto:planning-division@ci.commerce.ca.us)**

### APPLICANT INFORMATION:

Applicant: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (*If not the Applicant*): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBJECT PROPERTY:**

Tenant Name: \_\_\_\_\_

Address of Proposed Sign: \_\_\_\_\_

Assessor Parcel No(s): \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Business License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Business frontage width: \_\_\_\_\_ Property frontage width: \_\_\_\_\_ No. of floors of bldg. \_\_\_\_\_

**TEMPORARY SIGN INFORMATION:**

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Size of Sign: \_\_\_\_\_ Location of Sign: \_\_\_\_\_

Proposed sign(s) will read: \_\_\_\_\_

Type of Temporary Sign:

- Banner Sign
- Streamers
- Flag Sign
- Nonmetallic balloons (12" or less in diameter)
- Pennants
- Other: \_\_\_\_\_

**PLEASE INDICATE WHAT BEST DESCRIBES YOUR EVENT:**

- Business Grand Opening: *A grand opening means a promotional activity not exceeding thirty calendar days used by newly established businesses, within two months of initial occupancy, to inform the public of their location and services available to the community. "Grand opening" does not mean an annual or occasional promotion of retail sales by a business.*
- Retail Sales Event: *A retail sales event means any business having an annual or occasional promotion or special deals to boost sales of regular goods, wares, or merchandise to consumers. This includes outdoor/parking lot sales (subject to conditions of approval).*
- Holiday Retail: *Holiday retail includes special promotions, themed merchandise, and increased sales activities that occur during holidays and festive seasons.*
- Charitable and/or Fund Raising Event: *Fund raising events for charitable organizations and other non-profit organizations, such as churches, schools, and other similar organizations, may be permitted to hold special outdoor fund raising events, hosted by and in conjunction with a legally established commercial or industrial land uses.*
- Other: *Please describe purpose of Temporary Sign:*

**TEMPORARY SIGNS RULES AND REGULATIONS**  
**(CMC Section 19.25.110)**

Temporary signs such as flags, streamers, banners, nonmetallic balloons twelve (12) inches or less in diameter, and pennants used for special promotions may be permitted subject to the following standards:

- A. A business shall be limited to a maximum of five (5) promotional periods per calendar year, with the exception of automobile dealerships, which shall be limited to nine (9) promotional periods in a calendar year.
- B. A promotional time period shall consist of fourteen (14) days or less. No more than two (2) time periods can occur consecutively. If two (2) promotional time periods are not consecutive, the time periods must be separated by at least fourteen (14) days.
- C. A maximum of four (4) temporary signs are allowed per event, including a maximum of two (2) exterior temporary signs.
- D. Total sign area for temporary signs and exterior banners shall not exceed the total square footage of permanent on-site signage permitted under this chapter for the subject business. This does not include temporary inflatable objects such as air balloons.
- E. All signs and banners must be exclusively attached to the building structure. Streamers, pennants, balloons, etc. may be detached from the building structure, but may not be on or attached to public property or on adjacent private property, and not attached to utility poles or light standards within the public right-of-way. All temporary signs, including streamers, pennants, balloons, etc. must be at least ten (10) feet above the surrounding ground level.
- F. A temporary sign permit must be obtained for each promotional time period prior to placement of temporary signs, flags, banners, pennants, or balloons. Placement of all temporary signs, flags, banners, pennants, and balloons shall be subject to the approval of the community development director.
- G. Only one (1) inflatable object such as a balloon larger than twelve (12) inches in diameter, an inflatable statuary, or an air balloon is allowed and must be included as part of a permitted promotional period pursuant to this section, and shall not exceed seventy-five (75) feet in height above grade or fifty (50) feet above the building height.

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**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/we understand and agree to abide by all the regulations of the City of Commerce and any other conditions imposed for the permit/activity requested. I/we certify that all statements made on this application are true and complete. I/we understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

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Applicant Signature

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Date

*Property owner must sign this application. If this portion is completed by someone other than the property owner (i.e., property manager or landlord) written proof is required authorizing the individual to sign on behalf of the property owner.*

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Property Owner Signature

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Date

**FOR OFFICE USE ONLY**

Received By: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

**NOTES:**

Approved:                       Not Approved:      Planner: \_\_\_\_\_

**CONDITIONS OF APPROVAL:**

1. The sign(s) shall be installed on or after \_\_\_\_\_ and removed on or before \_\_\_\_\_.
2. The sign(s) shall be \_\_\_\_\_ SQ.FT. in size with a height of \_\_\_\_\_ FT.
3. The sign(s) shall be properly maintained and shall not be torn, dilapidated, excessively dirty or faded.
4. Other: