



*Application For*  
**TEMPORARY SIGN PERMIT**

**CENSUS TRACT** \_\_\_\_\_

**GENERAL INFORMATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone # (day): \_\_\_\_\_ Fax #: \_\_\_\_\_ E-Mail \_\_\_\_\_

Zoning District: \_\_\_\_\_  Banner  Promotional Sign

Dates requested to display banner

From: \_\_\_\_\_ To: \_\_\_\_\_ Total # of Days: \_\_\_\_\_

Previous Temporary Sign Approvals: TUP # (include all) \_\_\_\_\_

Banner Size \_\_\_\_\_ Sign/Banner Material \_\_\_\_\_

**TEMPORARY SIGN PERMIT REQUIREMENTS**

Promotional signs and banners must be approved prior to the placement as indicated in the Pasadena Municipal Code Table 4-22 (Temporary Signs). The Zoning Administrator may approve a Temporary Sign Permit on an Annual Basis, which allows the applicant to tailor the duration and the number of days of the permit as long as the total number of days in a calendar year does not exceed 90 days.

District Permitted	Maximum Number	Maximum Area	Maximum Height	Duration	Permits
CO, CD, CL CG & IG	One Sign Per Frontage	30 Square Feet	20 ft. or Bottom of Lowest 2 <sup>nd</sup> Floor Window	3 Times per Calendar Year 30 Days for Each Period	Subject to Approval of an Application for a Temporary Sign Permit

**Certification:** I hereby certify that I have read and understand the requirements for Temporary Signs and do hereby agree to comply with the conditions as stated. I understand that any violation of the aforementioned conditions will be sufficient cause for revoking the permit and possible legal action.

\_\_\_\_\_  
Authorized Signature, Date

**OFFICIAL USE ONLY**

Activity Number: TUP # \_\_\_\_\_ Date Application Received: \_\_\_\_\_

Received By: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_ Action By: \_\_\_\_\_