



Brea Civic & Cultural Center | 1 Civic Center Circle | Brea, California 92821 | www.cityofbrea.gov

TEMPORARY SIGN PERMIT APPLICATION

Submittal Date:

This application is for a Temporary Sign Permit, per Brea City Code Section 20.28.090. An \$95 fee is required and must accompany this application.

\$95 deposit required

TYPE OF TEMPORARY SIGN PERMIT:

Table with 3 columns: Option, Permit Type, and Duration. Option 1: Temporary Banner Permit, Up to 90 days per calendar year. Option 2: 8 Hour, Once-Per-Week Permit, Up to 6 months per calendar year.

TYPE OF SIGNS:

- Wall- or structure-affixed Banner Size:
Portable Sign Type (i.e., A-Frame or Freestanding) Size:
Proposed Temporary Sign Permit Date Range: to

Date of temporary sign removal from building/property:

\*Please attach the Calendar Template and mark-out the Sign Permit dates

Description of Sign Text:

Proposed Sign Display Location\*:

\*Please attach a Site Plan and a Picture of the Proposed Sign with the application

APPLICANT & PROPERTY OWNER INFORMATION:

Applicant's Name: Email:

Applicant's Signature: Date: Existing Business

Business Name: Phone: New Business

Business Address:

Property Owner's Name:

Property Owner's Signature: Date:

STAFF USE ONLY:

APPROVAL DENIAL

By:

Date:

Conditions (If Any):

# Calendar Template

# 2026

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# TEMPORARY SIGN PERMIT FAQs

## WHY DO I NEED TO APPLY FOR A TEMPORARY SIGN?

The purpose is to preserve and improve the general appearance of the city as a desirable and attractive environment in which to live and work. Our community's goals are to eliminate clutter, and excessive, conflicting, and confusing sign displays.

## WILL I NEED A PERMIT FOR A TEMPORARY SIGN?

Yes, any temporary signs promoting services, merchandise, seasonal sales or for any other purpose require a permit. The only exception is a grand opening banner, which is permitted without a temporary sign permit for new businesses.

## WHAT TEMPORARY SIGNS ARE EXEMPT?

Interior signs, governmental flags, political, traffic, directional, warning, or informational signs. Temporary charitable or educational signs not exceeding four (4) square feet in area (Section 20.28.080.A.2).

## WHAT IS THE MAXIMUM NUMBER OF SIGNS?

The temporary 90-day permit (Option 1) allows for a maximum of one (1) sign (wall-affixed or portable type sign); temporary 8-hour once per week permit (Option 2) allows for two (2) signs (wall-affixed or portable type sign).

## WHAT SIZE CAN MY SIGN BE?

Option 1 permits signs are limited to a maximum size of 24 sq. ft. for freestanding signs while wall signs may not exceed 10% of the total outside wall, up to 100 sq. ft., excluding windows and door openings. Option 2 permit signs are limited to a maximum size of 6 square feet and 5 feet in height.

## HOW MANY TEMPORARY SIGN PERMITS CAN I APPLY FOR AND WHAT ARE MY DISPLAY OPTIONS?

Applicants are limited to only one (1) Temporary Sign Permit (Option 1 or Option 2) at a time, within a 365-day period. Option 1 allows for a total of 90 calendar days (nonconsecutive); Option 2 allows for a maximum period of 6-months within a 365-day period.

	WHAT ARE MY DISPLAY OPTIONS?	HOW MANY PERMITS AM I USING?
OPTION 1	90-days	1 permit used
OPTION 2	8-hour once per week	1 permit used

**Important:** Please note that each code enforcement violation by a business counts as one of their permits, regardless of how long the business had their sign up. Also, a business with a violation cannot obtain a new temporary sign permit for a 60-day period following their violation. If you witness any violations or have further questions regarding enforcement conflicts, please contact Code Enforcement at (714) 990-7764.

## WHERE CAN I PUT MY TEMPORARY SIGN?

Temporary signs must be placed on private property. They can be located in front of your business or within the property your business is located. Each business must obtain Property Owner/Management approval for the proposed location. Off-site signs are not permitted.

**Note:** Banners shall be fully secured and attached to the building or structure and shall not extend above the top of the roof. Freestanding signs shall be 5 feet away from all property lines or sight distance areas at corners or drive aisles, clear of parking stalls or pedestrian pathways and store entries and exits. Check with planning staff for additional guidance.

## CAN I PUT UP MY TEMPORARY SIGN ON PUBLIC PROPERTY?

Temporary signs are not permitted on public property (i.e., parks and City facilities, etc.). Signs within City right-of-way (i.e., sidewalks, etc.) are only limited to government-sponsored events and must obtain a separate temporary sign in the rights-of-way [permit](#).

## WHAT DO I NEED TO SUBMIT?

**The following items are required before any approval can be granted:**

- Completed application found at <http://cityofbrea.gov> under Permits and Licenses.
- Include the property owner/management's signature or letter of approval;
- Detailed site plan or aerial photo showing proposed location;
- Picture or example of proposed sign
- Filled out Calendar Template; and
- Payment for the required \$95 application fee.

**WHO DO I CONTACT IF I HAVE QUESTIONS?** Contact the Brea Planning Division at (714) 990-7674.