



CITY OF VALLEJO

Central Permit Center

Business License
(707) 648-4310

Building
(707) 648-4374

Fire Prevention
(707) 648-4565

Planning
(707) 648-4326

Public Works
(707) 651-7151

Temporary Sign Permit & Standards

What is a Temporary Sign?

The City of Vallejo has a Sign Ordinance which establishes standards as to the number, location, type and size of signs. A sign permit is required for new, relocated or altered signs. The Ordinance also addresses temporary signs which are used to advertise goods or products on a temporary basis, such as grand openings or special sales rather than permanently identify a business. If you use temporary signs in your business we ask that you comply with these regulations.

A temporary sign is a sign which is:

- ❖ Erected or placed on a site by hand or by hand tools.
- ❖ Not supported by poles, standards or uprights embedded in the ground.
- ❖ Not permanently affixed to a building or structure; and
- ❖ An accessory sign to signs relating to the principal use.
- ❖ Pennants, flags and other attention-getting devices are permitted for no longer than sixty (60) days immediately following the initial opening of a business on a particular site.
- ❖ A banner is not to exceed (20) square feet and is permitted for not more than thirty (30) days twice a year.
- ❖ No signs may be affixed to fences or light standards.
- ❖ Non-illuminated temporary window signs are allowed provided their total sign area does not exceed 15% of the window area.
- ❖ At no time are temporary freestanding, a-frame or sandwich board signs allowed for any purpose.
- ❖ A helium or air filled blimp or balloon or searchlight may be used for 15 days immediately following the initial opening of a business. The blimp or balloon shall not be more than 20 feet long, nor flown higher than 150 feet.

What is required for plan submittal?

TEMPORARY SIGN PERMIT APPLICATION CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** A completed planning application signed by the property owner and applicant.
- Fees:** An application fee of \$_____.
- Site Plans:** Three (3) sets of plans accurately dimensioned (minimum scale 1" = 10') showing:
- Site Photos:** Color photos showing the building and ALL existing signs on site.

Temporary Sign Permit & Standards

What is the approval process?

Upon submittal of a complete application and all required items, staff will review the proposal for compliance with the sign ordinance. The City Engineer and Traffic Engineer may be asked to comment on the location of a freestanding or projecting sign. Sign permits are approved by Planning staff.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission through the Planning Commission Secretary. To appeal, the appellant shall submit a letter stating the reasons of the appeal and how it affects them. The appeal must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination date, the project determination is final.

When are appeals hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.