



# BANNER PERMITS REQUIRED

## 1. Are Banner Permits required to display temporary banners in the City of Costa Mesa?

Yes. Effective February 3, 2011, banner permits are required, as follows:

- ➔ **For commercial, industrial, and institutional properties:**
  - Banner Size Allowed: 0.5 sq. ft. per lineal foot of building frontage facing the street.
  - Minimum entitlement: 25 sq. ft. per tenant.
  - Maximum area: 75 sq. ft. per tenant.
  - Maximum display time: 60 days per calendar year

- ➔ **For residential properties:**
  - Banner Size Allowed: 0.5 sq. ft. per unit.
  - Maximum area: 100 sq. ft. per site.
  - Maximum display time:
    - For properties with less than 100 units: 60 days per calendar year
    - For properties with 100 units or more: 120 days per calendar year

City of Costa Mesa - Banner Permit No. \_\_\_\_\_

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

Valid Dates:

JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC

## 2. How do I apply for a banner permit?

Complete the banner permit application in-person, by regular mail, or by email. The application can be downloaded from the City's website at: <http://www.ci.costa-mesa.ca.us/departments/CMPlanning.htm>

**BY MAIL or IN PERSON:**  
 City of Costa Mesa  
 Planning Division, Attn: Banner Permits  
 77 Fair Drive, 2<sup>nd</sup> Floor  
 PO BOX 1200  
 Costa Mesa, CA 92628-1200

**BY EMAIL:**  
[BannerPermits@ci.costa-mesa.ca.us](mailto:BannerPermits@ci.costa-mesa.ca.us)

**BY FAX:**  
 (714) 754-4856

## 3. What is the cost for a permit?

Banner permits are currently **FREE OF CHARGE** at this time, until a permit fee is adopted in Spring 2011.

## 4. Do I need to attach a valid banner decal to the banner?

You will receive your banner decal by mail within a week of receipt of your application unless you complete the application in-person at City Hall.

## 5. What does the correct display of the banner and permit decal (sticker) involve?

- The entire surface of the banner must be securely affixed to either a building wall of the business being advertised (the building wall must abut a public street or on-site parking area serving the business being advertised), or to the sign face of a freestanding sign.
- May not be attached to any staff, pole, line, framing, vehicle or similar support.
- May not project above roof.
- Must be maintained in good condition; removed or replaced if torn, faded or dirty.
- Limit one banner per tenant or building occupant on each street frontage maximum.
- Banners are permitted only as a means of temporary advertisement, such as for new businesses, grand openings, or similar special events, and may not be used as permanent signs.
- Prior to the installation of a banner, a permit shall be obtained from the Planning Division. A city-issued decal shall be attached to face of the banner in the lower right-hand corner. The banner and any support elements shall be promptly removed at the expiration of the banner permit.