



City of San Clemente Planning Division

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PORTABLE SIGN PERMIT

The following are the City's standards for portable signs:

1. A portable sign shall be handcrafted in appearance and well maintained.
2. Acceptable materials: metal, painted wood, plastic, ceramics, or other similar durable materials. Paper, cloth, exposed or unpainted wood and particle board are prohibited.
3. A portable sign shall not be lighted.
4. The sign area of a portable sign shall not count toward the total sign area that is permitted for a business or building.
5. A portable sign must be able to be easily carried and transported, not permanently affixed to the street, sidewalk, wall awning, public fixtures, or other similar public improvements.
6. A portable sign may remain outside, on private property, only during those hours the business is open.
7. A portable sign shall be located outside the public right-of-way, cannot interfere with pedestrian or vehicular traffic or parking, and cannot pose a safety threat.
8. A maximum of one portable sign is allowed per business, with a maximum of two signs per building for multi-tenant buildings.
9. The maximum height of a portable sign not flush mounted to the building is four feet and six feet for a portable sign that is flush mounted to the building.
10. The maximum size of a portable sign is six square feet per side, two sides maximum.
11. Complete sign plans and permit fee must be submitted to the Planning Division prior to issuance of permit.
12. Portable signs must be located immediately adjacent along the business storefront and in close proximity to the main public entrance of the business advertised.
13. At no time shall portable signs be placed within any landscaped area.

Business Name: _____

Business Address: _____

Business Phone: _____

Email: _____

Applicant Name: _____

Description of sign including size, location, materials:

Applicant Signature

Date

FOR OFFICE USE ONLY

PERMIT FEE: \$60.00 _____

DATE ISSUED: _____

ISSUED BY: _____

RECEIPT#: _____