

## **CITY OF SACRAMENTO**

### **PERMITS FOR TEMPORARY SIGNS FOR MULTI-FAMILY DEVELOPMENTS**

In addition to the permanent signs for a multi-family development permitted by the City of Sacramento (Title 15.148 of the Sacramento City Code), the City allows a certain number of temporary signs, specifically banners, balloons and portable signs, for a multi-family complex. The regulations for temporary signs for a multi-family complex and the permit application process are explained below:

#### **Class A Complex: Having at least 3 but not more than 50 living units**

- 1) Up to 12 balloons (the balloons may, but are not required to be filled with helium).
  - a) When inflated, each balloon must fit within a box that has a height, width, and depth of 15 inches (i.e., 15" x 15" x 15").
  - b) Mylar balloons are not permitted.
  - c) Internal illumination of the balloons is not permitted.
- 2) One (1) portable sign.
  - a) The portable sign, including supports, must fit within a box with a height of not more than 4 feet, a width of not more than 3 feet, and a depth of not more than 3 feet. A-frame signs are portable signs.
- 3) One (1) banner
  - a) The banner height must not be more than 4 feet, and its width must not be more than 12 feet.
  - b) The banner must be securely mounted on a permanent structure that is integral to the multiple family structure, and it must not flap or wave in the wind.
  - c) The banner must be composed of fire-retardant materials.

#### **Class B Complex: Having at least 51 but not more than 100 living units**

- 1) Up to 24 balloons (the balloons may, but are not required to be filled with helium)
  - a) When inflated, each balloon must fit within a box that has a height, width, and depth of 15 inches (i.e., 15"x15"x15")
  - b) Mylar balloons are not permitted
  - c) Internal illuminations of the balloons are not permitted.
- 2) Up to 2 portable signs.
  - a) Each portable sign, including supports, must fit within a box with a height of not more than 4 feet, a width of not more than 3 feet, and a depth of not more than 3 feet. A-frame signs are portable signs.
- 3) Up to 2 banners.
  - a) The height of a banner must not be more than 4 feet, and its width must not be more than 12 feet.
  - b) A banner must be securely mounted on a permanent structure that is integral to the multiple family structure, and it must not flap or wave in the wind.
  - c) A banner must be composed of fire-retardant materials.

### **Class C Complex: Having more than 100 living units**

- 1) Up to 36 balloons (the balloons may, but are not required to be filled with helium)
  - a) When inflated, each balloon must fit within a box that has a height, width, and depth of 15 inches (i.e., 15"x15"x15")
  - b) Mylar balloons are not permitted
  - c) Internal illumination of the balloons is not permitted.
- 2) Up to 3 portable signs.
  - a) Each portable sign, including supports, must fit within a box with a height of not more than 4 feet, a width of not more than 3 feet, and a depth of not more than 3 feet. A-frame signs are portable signs.
- 3) Up to 3 banners.
  - a) The height of a banner must not be more than 4 feet, and its width must not be more than 12 feet.
  - b) A banner must be securely mounted on a permanent structure that is integral to the multiple family structure, and it must not flap or wave in the wind.
  - c) A banner must be composed of fire-retardant materials.

### **General Requirements for All Signs**

- 1) The permit holder shall place and maintain each sign so that the sign is not a hazard to vehicular or pedestrian traffic.
- 2) The permit holder shall place and maintain each sign on the private property where the associated multiple family structure is situated. Signs may not be placed in the public rights-of-way.
- 3) The permit holder shall maintain each sign in good repair.
- 4) While a permit is in effect, the permit holder may repair or replace the associated signs without obtaining a new permit.

### **Term of Permit**

- 1) The temporary sign permit is good for 1 year from date of issuance as long as the signs covered by the permit are inspected and finalized. If the signs covered by the permit are not inspected and finalized within 90 days of date of issue, the permit will expire.
- 2) The temporary sign permit can be renewed annually as long as the permit holder complies with all temporary sign permit regulations. The Community Development Department recommends that you apply for a yearly renewal at least 7 days before the expiration date. Applicants applying for a permit after the permit has expired will be applying for a new Temporary Sign Permit.

### **Fees**

- |                                  |          |
|----------------------------------|----------|
| 1) Class A Complex:              | \$302.40 |
| 2) Class B Complex:              | \$415.80 |
| 3) Class C Complex:              | \$529.20 |
| 4) Annual Renewal (all classes): | \$75.60  |

### **Temporary Sign Permit Application Process**

The application for a temporary sign permit is found on the next page. The application can be turned at the Community Development Department Public Counter, 300 Richards Blvd., 3<sup>rd</sup> Floor, Sacramento, CA 95811 between the hours of 9:00 am and 4:00 pm. The application, with a check made payable to the City of Sacramento, can also be mailed to the above address to the attention of Joy Patterson, Principal Planner.

### **Temporary Sign Inspection**

After the sign permit is issued, the signs can be put up and a sign inspection scheduled. A sign inspection can be scheduled either in person at the 300 Richards Blvd. public counter between the hours of 9:00 am and 4:00 pm or by sending an e-mail requesting a multi-family complex temporary sign inspection to [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org) . Please include your sign permit number and contact information in your request for a sign inspection. The signs are not legal until an inspection has occurred and the sign permit is finalized.

### **Questions?**

If you have questions regarding temporary signs for multi-family developments please e-mail [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org) or visit the Community Development public counter at 300 Richards Blvd. between the hours of 9:00 to 4:00 p.m.

### Multi-Family Temporary Sign Permit Application

**Complex Name:** \_\_\_\_\_

**Complex Address:** \_\_\_\_\_

**Number of Units:** \_\_\_\_\_

**Applicant Information:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Property Owner/Manager:** \_\_\_\_ Yes or \_\_\_\_ No. If no, explain who you are and why you are applying for permit:

\_\_\_\_\_  
\_\_\_\_\_

**Certification**

I have read and understand the regulations pertaining to temporary signs for multi-family development and agree to abide by these regulations.

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_  
**Date**

**Community Development Department Staff**

**Permit Number:** \_\_\_\_\_ **Class** \_\_\_\_ **Sign Permit** **Permit Fee:** \_\_\_\_\_

**Approved by:**

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_