



## Applying for Your City of Industry Special Event/Temporary Banner Application: Step-by-Step Guide

*Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.*

### Step 1 → **Contact the Planning Department**

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed project is permitted. A copy of the zoning code can be found on the City of Industry website at:

[http://www.cityofindustry.org/PDF/Planning\\_pdfs/ZoningCode.pdf](http://www.cityofindustry.org/PDF/Planning_pdfs/ZoningCode.pdf)

15625 Stafford Street, Suite 100  
City of Industry, CA 91744  
Phone: (626) 333-2211  
[planning@cityofindustry.org](mailto:planning@cityofindustry.org)  
Hours: 9:00 a.m. to 5:00 p.m.

### Step 2 → **Obtain Special Event/Temporary Banner Application**

Download the application: <http://www.cityofindustry.org/page.php?78>

*Or*

Request an application by email: [planning@cityofindustry.org](mailto:planning@cityofindustry.org)

*Or*

Request an application by phone: 626-333-2211

*Or*

Visit us at City Hall (address above)

### Step 3 → **Fill Out Special Event/Temporary Banner Application**

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

### Step 4 → **Obtain Valley Vista Services Approval (Special Event Only)**

Take your completed application to Valley Vista Services to obtain approval. You must obtain a signature of approval on "Supplement B" prior to submittal.

17445 Railroad Street  
City of Industry, CA 91745  
**Appointment is Required**

Please contact Heather at:  
(626) 855-5581 or (800) 442-6454 for appointment.

### Step 6 → **Submit Completed Application to City Hall**

Submit the completed application to the Planning Department for approval. Your project will be assigned to a planner and you will be contacted if any additional information is needed.

### Step 7 → **Approval Issued**

Once your application has been approved, the Planning Department will issue a copy of the application with a stamp of approval.





**CITY OF INDUSTRY  
SUPPLEMENT B**

Applications will not be accepted without this form signed by Valley Vista Visa Services and attached to this application. City of Industry Municipal Code requires every business to arrange for appropriate solid waste collection service with the City approved collector. The requirement applies to any permanent or temporary business operating in the City of Industry.

17445 RAILROAD STREET  
CITY OF INDUSTRY, CA 91745

**\*SUPPLEMENT B FORMS ARE SIGNED BY APPOINTMENT ONLY\***

Please contact Heather at (626) 855-5581 or (800) 442-6454 for appointment.

***BUSINESS INFORMATION (please type or print clearly)***

Business Name/DBA: \_\_\_\_\_ Phone: \_\_\_\_\_

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

*Street*

*Zip*

Contact Person's Name: \_\_\_\_\_ Title: \_\_\_\_\_

***OFFICE USE ONLY***

Recycling and solid waste collection services have been reviewed and/or arranged for by the above business as required by City Ordinance.

Service is:     New                       Temporary                       Pre-Existing                       Not Applicable (explain)

Description (*type and frequency*): \_\_\_\_\_

Approximate Start Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Refused Service (state reason):

C: Code Enforcement and Sheriff's Department re: code violation/prosecution

Approved by: \_\_\_\_\_ Date \_\_\_\_\_