



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

15625 Stafford Street, Suite 100
City of Industry, CA 91744
Phone: (626) 333-2211
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

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
Special Event/Temporary Banner Application
 15625 East Stafford Street • Suite 101 • City of Industry • CA • 91744
 Phone: (626) 333-2211 • Fax: (626) 961-6795
 www.cityofindustry.org

Please type or print clearly

Event/Banner Location: _____ Business Name: _____

Street

Zip

Contact Person: _____ Phone Number: _____ Email Address: _____

Address: _____

Street

City

Zip

Property Owner: _____ Phone Number: _____

Address: _____

Street

City

Zip

Type of Event: _____

Number of Temporary Banner(s): _____ Dimensions: _____

Applicant Name: _____ Applicant Signature: _____

Date: _____

****If other than property owner, submit affidavit of owner's approval with this application.***

Please submit the following with this application (see attached examples):

For Temporary Banners

- ☐ Colored elevation of banner(s) calling out dimensions
- ☐ Site plan indicating location of banner(s)

For Special Events

- ☐ Site plan indicating location of event and location of tent(s) if any
- ☐ Dimensions of tent(s) if any
- ☐ Completed Supplement B Form

Temporary banners are permitted twice a year for a period of no greater than fifteen (15) days. A maximum of two (2) temporary banners will be permitted with a total combined sign area not to exceed eighty (80) square feet. All banners must be attached to the wall of the building. Special events are permitted twice a year for a period not to exceed seven (7) days for each event. All signage for a special event shall be considered a temporary banner. All tents must be set back a minimum of thirty (30) feet from the curbline of all streets. **Tethered balloons or other inflatables, pennants, and streamers or flags will not be permitted at any time, or for any event.**

Office Use Only



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 .

SUPPLEMENT B FORMS ARE SIGNED BY APPOINTMENT ONLY

You must **call** to set appointment.

Do not attempt to set appointment in person.

Please allow 48 hours to process.

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

17445 RAILROAD STREET, CITY OF INDUSTRY, CA 91745

BUSINESS INFORMATION (please type or print clearly)

Business Name/DBA: _____ Phone: _____

Business Address: _____

Street

Zip

Contact Person's Name: _____ Title: _____

PLEASE COMPLETE IF APPLICATION IS FOR CONSTRUCTION/DEMOLITION PROJECTS (please complete all sections – estimate where applicable)

Project Start Date: _____ Project Completion Date: _____

Lead Contractor: _____ Contact Person: _____

Collection Type Needed: ☐ Bin ☐ Roll-Off ☐ Trucks ☐ Other Contact Phone Number: _____

Estimate Material Types for Collection: _____

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: _____