



## 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 complete an Application for Commercial /Industrial Waste Service 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.



