

GENERAL INFORMATION

- **Permit:** A Temporary Sign Permit is required before any temporary/promotional sign is installed.
- **Fee:** The application is free.
- **Duration:** A new business may have a temporary/promotional sign for sixty (60) consecutive days. Thereafter, the time limit for temporary/promotional signs cannot exceed fifteen (15) consecutive days and forty-five (45) total days per calendar year per business.
- **Message:** Temporary signs are only allowed to advertise a special event/promotion and not the name of the business
- **Number:** A maximum of two (2) temporary promotional signs per business is permitted at any given time. However, no two banners can face the same direction.
- **Material:** Exterior signs shall be made of a durable material other than standard business paper.
- **Location:** All temporary/promotional signs must be displayed upon the business site and not in the public right-of-way.

Town of Danville

Development Services Department
510 La Gonda Way
Danville, CA 94526

Phone: 925.314.3310 (Planning)
925.314.3330 (Building)
Fax: 925.838.0360

www.danville.ca.gov

Counter Hours:
M-F 8:30AM - 4PM (Planning)
M-F 7:30AM - Noon (Building)

02/04/14

Town of Danville

Temporary Signs



*Small Town Atmosphere,
Outstanding Quality of Life*

Development Services Department

Temporary Signs

Temporary and promotional signs are intended to be displayed for a limited period of time to advertise a special event or promotion.

GUIDELINES

Process: Complete and submit the Temporary/Promotional Sign Permit Application found on the Town website or at Town Hall. The sign may be installed after the Town approves the application.

Purpose: Temporary/promotional signs should only be used to advertise a special promotion or event and not the name of the business.

TIME LIMITS

Temporary/promotional signs are intended to be displayed for a limited time period.

- *New Business:* May maintain a sign for a maximum of sixty (60) consecutive days.
- *Existing Business:* May maintain a sign for a maximum of fifteen (15) consecutive days and a total of forty-five (45) days per calendar year per businesses.

PROMOTIONAL BANNERS

- Promotional banners are limited to twenty (20) square feet in size (2x10; 4x5 feet).
- No two banners can face the same direction; one per lot frontage.

- Maximum height limit is twelve (12) feet, measured from finished grade.
- Temporary banners/signs shall be attached to a window or wall. Do not attach to a tree or roof.

FREESTANDING A-FRAMES

- Freestanding A-frame signs are limited to five (5) square feet.
- The height shall not exceed 2.5 feet.
- The sign shall not obstruct a pedestrian path or be located in the public right-of-way.
- The sign must be on site and on private property.
- No items (e.g., balloons, ribbons) are allowed to be tethered to the sign.
- The signs shall only be used to advertise a special promotion or event and not the name of the business.



TEMPORARY WINDOW SIGNS

- Temporary window signs should not exceed 25% of the contiguous window area.

- The sign shall be painted on the window or a sign may be placed on the inside of the window facing out.
- All signs shall be well designed and properly installed.

NEON/FIBER OPTIC SIGNS

The only type of neon/fiber optic sign permitted in the Downtown area is a neon “open” sign located inside of a window as long as the size is no more than four (4) square feet. The sign may not be set to flashing. This sign is exempt from obtaining a sign permit.

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