



City of National City - Planning Department  
1243 National City Blvd., National City, CA 91950  
(619) 336-4313

## Banner Approval Information

This handout describes the requirements that apply to the use of banners in National City. This information also applies to flags, streamers, and pennants. Information pertaining to other signs is available from the Planning Department.

### **Banners**

- May be displayed for a cumulative period of sixty days within each calendar year. The sixty-day period may be divided into two occasions per calendar year, provided the total display time does not exceed sixty days per calendar year;
- Shall not be larger than forty square feet (cumulative of all visible copy/image areas);
- Shall not be displayed in lieu of a permanent sign;
- Shall not be placed on a roof, placed in required yard areas, or landscaped areas;
- Must be compatible with the primary building's appearance.

### **Approval required**

All banners require the approval of the Planning Department. In order to obtain approval, the items described below must be submitted to the Planning Department.

### **Application**

The attached application form must be completed and submitted along with the drawings described below. Additional copies of the application form are available at the Public Counter.

### **Plans**

The following drawings are required:

1. A drawing of the proposed banner. The drawing shall include the size of the banner, the lettering (size, spacing, color), and background color.
2. A drawing of the portion of the building face upon which the banner will be placed. The proposed banner shall be shown on the drawing. Drawings 1 and 2 may be combined into one drawing if it clearly illustrates both the banner and the affected portion of the building.
3. A site plan. The site plan shall show property lines; adjacent streets, and structures on the property, as well as the proposed banner.

**Fees**

A processing fee of \$40, plus a \$1,975.00 administrative fee is required. Upon timely removal of the banner, a refund of the administrative fee will be processed. Processing time is approximately two weeks.

**Final Inspection**

After installation of the banner, please contact the Planning Department at (619) 336-4310 for a final inspection. A representative of the Planning Department will visit the premises to verify the sign was installed in accordance with the approved plans.

**Additional Information**

If you have any questions regarding the preparation of the application or plans, contact the Planning Department at the address or phone number above, or by email at [planning@nationalcityca.gov](mailto:planning@nationalcityca.gov).



*Staff Use Only*

Sign Approval Number _____
Staff Approval _____ Date _____
Final Inspection By _____ Date _____
Date Received _____ By _____

## BANNER PERMIT APPLICATION

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

The banner will be in place for \_\_\_\_\_ days.

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Previous approval number: \_\_\_\_\_

Violations?       yes       no

### Final Inspection

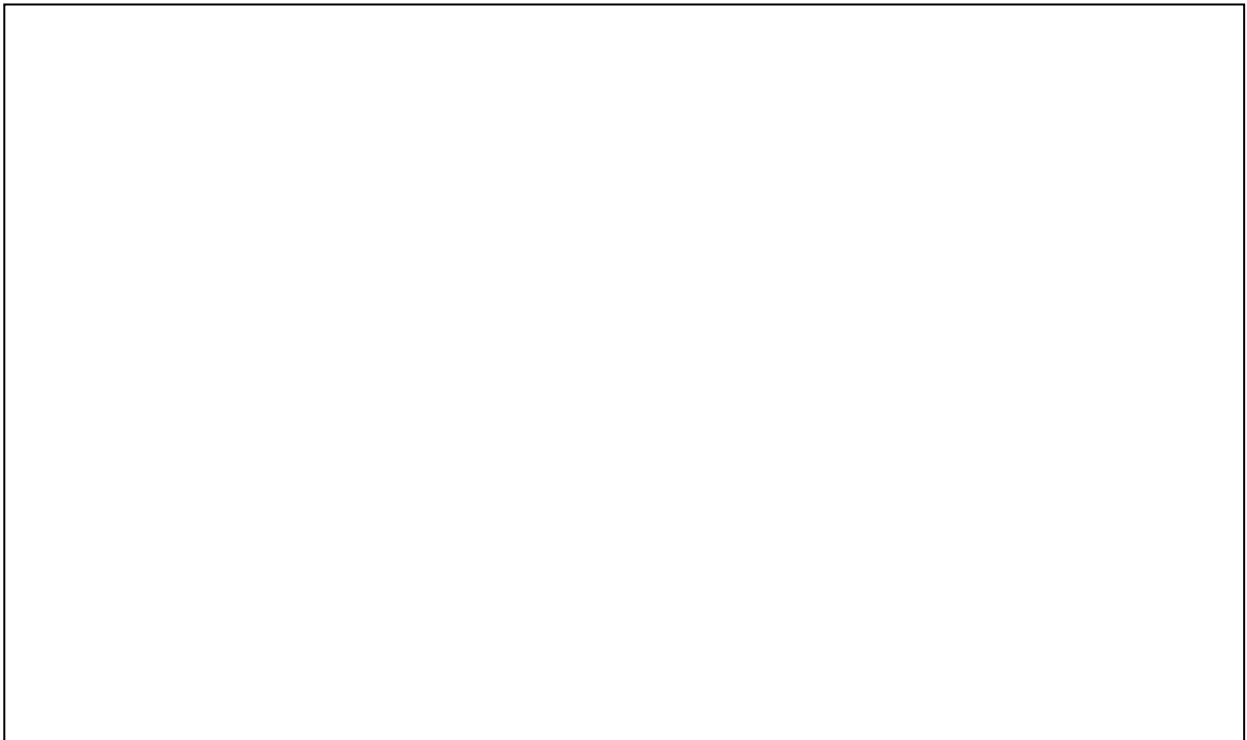
Approval must be obtained before the banner is installed. When you have finished installing the banner, call the Planning Department (619) 336-4310 to arrange an inspection.

Please provide the following drawings. You may use separate or additional sheets if necessary.

BUILDING FACE AND APPROXIMATE LOCATION OF SIGN



SIGN (INCLUDING SIZE, COLOR, AND COPY)



LAYOUT OF PROPERTY AND BUILDING SHOWING SIGN LOCATION:  
(include street locations)

