

CITY OF SAN JUAN CAPISTRANO



Planning Division
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For City Staff Use Only

Case File #: BP	Date Received :
Project Manager:	Application received by:
Fee Amount:	

GRAND OPENING & PROMOTIONAL BANNER APPLICATION

The maximum banner size is 48 square feet (calculated by multiplying the length times the width). The City's sign code also allows new businesses (or businesses under new ownerships) to erect a grand opening banner up to **48 square feet for a period of 45 days, one time only per calendar year**. All banners must be installed below roof eaves and on the building façade only. The sign code prohibits lights (except during the holiday season), flags, pennants, balloons, valances, and other attention-getting devices.

To receive City approval, banners must conform to the City's regulations for size, time period, and location. Banner applications will be processed over the counter upon submittal to the Planning Division.

BANNER INFORMATION

Business Name:	Business License No.:
Property Address/Location:	
Banner Installation Date(s):	Banner Removal Date(s):
Banner Dimensions: Length:	Width:
Banner Text:	☐ Profit ☐ Non-Profit
Banner Location:	
Draw sample of banner in space provided (including any graphics) and attach photos	

PROPERTY OWNER INFORMATION

APPLICANT INFORMATION

Name	Name
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip
Phone	Phone
E-Mail	E-Mail
Property Owner's Signature	Applicant's Signature
Staff Planner	☐ Approved ☐ Denied Date: