BANNER PERMITS

REQUIREMENTS FOR HANGING BANNERS IN THE CITY OF PASADENA:

- Banners must pertain to a festival, spectacle or other civic event held in the City of Pasadena of a general civic and public nature as specified in Pasadena Municipal Code Chapter 12.15.
- Banners must list the start and end date of the festival, spectacle or other civic event.
- Banner postings may not exceed 30 days unless authorized for extension.
- Sponsorship logos shall not exceed ¼ of the banner.
- Banners may be installed no sooner than 30 days prior to the beginning of the event.
- Banners must be removed no later than 5 days after the completion of the event
- Permits will be issued on a first-come, first-served basis and shall be valid for 30 days.
- All fees associated with installation, maintenance, and removal of banners shall be the responsibility of the applicant and/or permittee and paid prior to issuance of the permit.
- Banner permits will be approved based on the following priorities:
    - City sponsored
    - City co-sponsored
    - Event geographically within the City of Pasadena

The Applicant is required to:

- Submit a completed Banner Application 30 days in advance of proposed installation.
- Submit for approval, a layout of the proposed banner including artwork and wording. It is recommended that banners not be ordered or purchased until approval from the City has been received.
- Provide Insurance per City of Pasadena requirements.
- See attached Drawing 4342 for approved side banner placement on city streetlight poles.
- Permits are valid for 30 days. Permits may be renewed on a first-come, first-served basis for an additional 30 days based on availability of streetlight poles. Permittee shall submit a renewal application for consideration.

Fees for Banner Permits:

Permit/renewal processing	$40.85
Inspection	$86.11
Rent (1-3 days)	$46.27
Total	$173.23

General constraints:

- Banners may be installed on arterial streets with commercial and business frontages.
- No banner installations in front of Ruznak dealership (267 W. Colorado Blvd.).
- No banner installations on bridges or freeway overpasses.
- No installations on residential streets. See City of Pasadena zoning map for reference.
- No installation within the Playhouse District without written authorization.
- Traffic control per latest edition of California Manual on Uniform Traffic Control Devices.
- No lane closures on arterials between 7-9 am and 4-6 pm.

Please contact the Planning Department at (626) 744-6646 for requests regarding hanging banners on buildings (i.e. advertisements).

FOR ADDITIONAL QUESTIONS REGARDING BANNER PERMITS,
PLEASE CONTACT THE PUBLIC WORKS PERMIT COUNTER (626) 744-4195.

Revised 12/14/12

CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS
APPLICATION TO HANG BANNERS WITHIN THE PUBLIC RIGHT-OF-WAY ON CITY STREET LIGHT POLES

APPLICANT INFORMATION:

Name of applicant:_____Date:_____

Address:_____

Email: _____

Contact Person:_____ Telephone No.: _____

Mailing Address:_____

(If different from applicant address)

EVENT INFORMATION:

Title of event (Must be a festival, spectacle or similar civic event held in the City of Pasadena):_____

Event Title:_____

Event Dates:_____

Initial Application ☐ Renewal Request ☐

Time period requested: (Banners must be removed no more than 5 days after the event. Example: If your event ends on April 25th, the banners must be removed by April 30th).

Installation date:_____

Removal date:_____

Please submit a completed application and fee to our office for processing. To be deemed complete, we need the detailed location list and color graphic of the banner including text and dimensions. The banner permit is subject to provisions in the Pasadena Municipal Code Chapter 12.15 and associated banner permit guidelines.

City of Pasadena
Department of Public Works
175 N Garfield Ave
Pasadena, CA 91101
Attention: Engineering Services Permit Counter
Fax: (626) 744-4757
Ph: (626) 744-4195

I acknowledge that I have read and understand the City of Pasadena's banner permit guidelines and that the application submitted is true and correct.

_____
(Signature of Applicant)

LOCATION(S): List all of the streets by block where you are requesting to hang banners. Attach additional sheets if needed.

Street Name No.	From	To	Side of Street	No. of Banners

Street Name No.	From	To	Side of Street	No. of Banners

Street Name No.	From	To	Side of Street	No. of Banners