



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom
Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6202 Fax (916) 355-7274
PlanningEPC@folsom.ca.us

Temporary Sign Permit Application

Applicant Information

Name: _____	Phone: _____
Address: _____	
Email Address: _____	

Special Event Signage Information:

Business Name: _____	
Site Address: _____	
Number of Sign(s): _____	Type of Sign(s): _____
Total Sign Square-Footage: _____	Lineal Feet of Building Frontage: _____
Sign Location(s): _____	
Proposed dates for Signage: _____ - _____ (____ days or ____ weeks)	
Temporary Sign Permit #: _____	Application Fee: \$10.00
Planning Division Approval: _____	Date: _____
Permit Valid: _____ - _____ (____ days or ____ weeks)	Year to Date: ____

Temporary Sign Permit Conditions:

1. Temporary Signage shall be erected consistent with this permit. Signs shall be located on site and attached to a building, fence, or wall. Signs shall not be freestanding and shall not be located over the roofline of any building.
2. This Temporary Sign Permit shall be valid during the dates listed above. Sign(s) shall be removed by 6:00 a.m. on the day after permit expiration. Any permit renewal request must be submitted to the Planning Director prior to expiration of the Temporary Sign Permit.

Applications must be received at least one week prior to the proposed date for erection of special event sign(s), in order to provide notice of the Planning Division's determination.



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Temporary Sign Permit Submittal Requirements

Permit Required: Any person or entity requesting a short-term use of temporary promotional signs shall submit a Temporary Sign Permit Application to the Planning Division for approval prior to erection of any such sign. The applicant shall submit the following information with the Community Development Department for review:

1. **Application Form** (Completed and signed)
2. **Application Fee:** \$10.00
3. **Signage Plans** which accurately depict the size and dimensions of the proposed signage.
4. **A site plan** which depict the location of the proposed signage, including a site address
5. **Building Elevations OR Photographs of the project site** taken within 30 days prior to the application submittal which accurately depicts the location of the proposed signage
6. **Other applicable material and information** as requested by the Community Development Director.

All applicants shall submit a complete set of digital (PDF) online via the City's eTRAKiT online portal: <https://www.folsom.ca.us/government/community-development/epermit-center>

Please reach out to PlanningEPC@folsom.ca.us for any questions about the application process.

Permit Review: The Planning Division shall review, approve, conditionally approve, or deny the Temporary Sign Permit application for temporary promotional signage, provided that such sign(s) satisfy the following requirements:

- 1) **Maximum Sign Area:** Each business or entity is permitted one or more temporary promotional signs with a combined maximum sign area of 100 square feet (s.f.). Business/entities with more than 100 lineal feet (l.f.) of primary building frontage are permitted an additional 2 s.f. of Signage for each lineal foot of frontage (in excess 100 l.f.), up to a maximum sign area of 200 s.f.
- 2) **Time Limit:** Each business is allowed 2 weeks promotional Signage per quarter/season (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) or a total of 8 weeks per calendar year, but no more than 4 consecutive weeks at any one time.
- 3) **Location:** Temporary signs must be located on site and attached to a building, fence, or wall. Such signs shall not be freestanding, moving, illuminated, or located over the roofline of any building.