



## THINGS YOU NEED TO KNOW...

### (Regulations for Temporary Signs)

The purpose of this handout is to help commercial businesses who use temporary signs (e.g. banners) understand the City’s regulations. With the following exceptions listed below, a Temporary Sign Permit must be obtained from the Planning Division prior to the installation of a temporary sign.

All signs in the City must be located on private property outside a public way, which includes a street, public sidewalk or public landscape area. All signs must be located on the same premise as the product/service advertised.

Approved temporary signs may be displayed in addition to permanent business signs, but cannot be used as a substitute for permanent signs.

The following temporary signs are allowed without obtaining a Sign Permit:

Sign Type	Quantity	Maximum Size	Duration
Campaign	1 per candidate per lot	16 square feet per sign, up to 80 square feet of total cumulative sign area per lot	No earlier than 60 days before start of election and remove within 15 days of end of election
Window	Based on max. sign area	50% of any single window pane	Unlimited
Non-profit, cultural or political event	One per lot	6 square feet	30 days per year
Holiday decorations (with no commercial message)	N/A	N/A	N/A
Address	N/A	Commercial/industrial uses: 6 sq. ft.	N/A
On-site real estate	1 per street frontage	RA, R1, R2 zones: 4 sq. ft. R3, R4 zones: 6 sq. ft. MU, DMU, C, DC zones: 16 sq. ft. HC, LM, M zones: 32 sq. ft. Max. ht. if freestanding: 8'	15 days after close of escrow
Open House	N/A	2 square feet	Remove each evening
Flags (non-commercial)	2 per lot/center	Sign area: 15 square feet Height: 20 feet	N/A
Murals	N/A	N/A	N/A
Garage/yard sale	1	6 square feet	During sale

A Temporary Sign Permit is required prior to installation of the following temporary signs:

Sign Type	Quantity	Max. Size	Display Limitations
Subdivision, on-site	One per project entry	Sign area: 32 square feet. Height: 8 feet	Remove at completion of subdivision.
Subdivision kiosk, off-site	1 kiosk, 16 signs per kiosk	Sign area: 216 sq. ft. Each side shall not exceed 54 sq. ft. Individual signs not to exceed 18 sq. ft. Height: 10 ft (plus 2' decorative top allowed)	Remove at completion of subdivision.
Pennant, pole (Model home complex)	4 per model home complex	Sign area: 15 sq. ft. Height: 20 feet	Remove at completion of subdivision.
Banners (horizontal or vertical)	One per business location	1 sq. ft. per 1 lineal foot of building or tenant storefront width, up to 50 sq. ft. max. area	Banners can be displayed up to 30 days at a time and a max. of 4 different banners can be displayed per business per year.
Portable Signs (A-frames, sandwich boards, etc.) and human signs	One per business location	Sign area: 12 sq. ft. Height: 4 feet (not applicable to human signs)	Signs are only allowed during business hours. Signs cannot obstruct pedestrian and handicapped accessibility. Human signs shall not be illuminated, use mirrors, or generate noise that would be a nuisance or disrupt traffic (bullhorns and amplified sound are prohibited).
Air balloons, other inflatables, beacons	One per business location	Determined as part of a Temporary Use Permit	Cannot be displayed more than 5 days per year.

### Temporary Sign Permit Procedures

A Temporary Sign Permit applicant may be obtained form on the City’s website under the Community Development Department/Planning, or in person at the Galt Planning Division, located at 495 Industrial Drive, first floor, Monday through Thursday, from 7:30 a.m. – 5:30 p.m. You may also call us at 209-366-7230 or e-mail us at [planning@ci.galt.ca.us](mailto:planning@ci.galt.ca.us) and we’d be happy to fax or email a copy to you.

The cost of a Temporary Sign is \$40 per sign. The fee and a complete Sign Permit application package must be provided at the time of submittal in order to process your request. If you call or e-mail us for an appointment, we may be able to approve your Sign Permit over the counter while you wait. Otherwise, we will make every effort to process your complete application within three business days.

This handout is intended to provide general information to businesses and, as such, cannot address all City sign regulations. Please consult Chapter 18.56 of the Galt Development Code for all of the City’s sign regulations.

Businesses are encouraged to obtain the appropriate permit from the City before purchasing any signs, to ensure that the sign will meet the City’s regulations. Business owners can also call or e-mail the Planning Division for further information. Commercial tenants will need to contact their landlord to determine what restrictions may be in place in their CC&Rs, approved Master Sign Plan, or other document, and to obtain approval to submit the application for a Sign Permit.