CITY OF RIVERSIDE

Temporary Sign FAQ

Did you know? Section 19.620.090 of the Riverside Municipal Code regulates the type, placement, and duration of temporary signs for all businesses. This FAQ will walk you through the rules and process to obtain a free temporary sign permit
For any questions, please contact the Planning Division at (951) 826 – 5800.

TEMPORARY SIGN PERMIT PROCESS

How do I apply for a temporary sign permit?	Applying for and receiving a Temporary Sign Permit is a **free** and easy process. There are two ways to apply for a Temporary Sign Permit: 🏢 **In Person**: Temporary Sign Permit applications can be accepted in-person at the Planning Counter located at the One-Stop-Shop in City Hall (3900 Main Street, 3rd Floor). Applications received in person are reviewed and processed over the counter. 💻 **Online:** Temporary Sign Permit applications can be uploaded through the Planning Permit Portal – Administrative Review (https://riversideca.gov/cedd/planning/public-permit-portal) for review and approval. Online submittals require 1 - 3 business day for review and processing.
What do I need to submit?	A complete application package is as easy as 1️⃣ 2️⃣ 3️⃣! 1️⃣ **Completed application form** 💡 **TIP:** Download the application from the City's website: https://riversideca.gov/cedd/planning/forms or call the Planning Division at (951) 826-5800 to have an application form emailed directly to you. 2️⃣ **Site Plan or storefront picture depending on sign type** 💡 **TIP:** Use Google Maps to print an aerial map or street view image of your business and surrounding area. Note the location of the Temporary Sign with a star, arrow, or circle. 3️⃣ **Mockup of the temporary sign** 💡 **TIP:** This can be a photo or hand drawn, as long as it indicates message, dimension of sign, and dimension of surface it is mounted on (if applicable).

TEMPORARY SIGN RULES

What kind of Temporary Signs are allowed?	**Permitted Temporary Signs** ✅ Banners ✅ Portable (A-Frame) Signs ✅ Balloon Arches **Prohibited Temporary Signs** ❌ Feather flags or inflatables ❌ Animated or moving signs ❌ Off-site advertising ❌ Advertising statuaries & mascots
How many Temporary Signs can have?	**Banners:** One per street frontage of the establishment **Portable Signs:** One per establishment **Balloon Arches:** One per establishment
Where can the Temporary Signs be displayed?	**Banners:** Exterior building walls or windows, not to exceed the height of the building roof line. Must be securely fastened flat against the surface. **Portable Signs:** Shall not be placed in the public right of way or in any location where they will impede or interfere with pedestrian or vehicular traffic. **Balloon Arches:** Securely fastened to permanent structures and set back from all driveways and the public right of way (typically at the establishment's public entrance).
What size can the Temporary signs be?	**Banners**: Up to 25% of the area of the building wall or window it is displayed on. **Portable Signs**: Up to six square feet in area and 36 inches in height. **Balloon Arches**: Individual balloons shall not exceed 24 inches in diameter. The overall arch shall not exceed the height of the building.
How long can the Temporary Sign be displayed?	Temporary Signs can be displayed for a period of 30 consecutive days twice a year, not to exceed 60 days a year. 💡 **TIP:** Temporary signs can be displayed longer than 30 consecutive days during the holidays, starting one week before Thanksgiving and ending one week after New Year's Day.
What about **Window Signs?**	Window Signs are also permitted and regulated by the Riverside Municipal Code. The following rules apply to Window Signs: **How many**: 1 per public entrance. **How large:** Maximum 25% of each window area. **Where can they go:** Directly on or within 24 inches of the window surface.
Do I need a **permit for Window Signs**?	The installation of Window Signs does not require a building permit. However, the Planning Division must review the proposed signage through the Temporary Sign Permit Application, to ensure Code compliance. Time limits do not apply to window signs.