



# City of El Segundo

Community Development Dept.  
350 Main Street  
El Segundo, CA 90245  
(310)524-2350  
[planning@elsegundo.org](mailto:planning@elsegundo.org)

## TEMPORARY SIGN PERMIT

Environmental Assessment No: \_\_\_\_\_ TSP No: \_\_\_\_\_

Date: \_\_\_\_\_

### Please select one of the following Temporary Signs:

\_\_\_\_ Special Event or Sale Signs up to 100 square feet in area for 30 days, which can be renewed up to 120 days.

\_\_\_\_ Construction Signs up to 32 square feet in area for a maximum period of 6 months and the Director of Community Development Department may grant up to 3 separate six-month extensions.

\_\_\_\_ Announcement or Coming Soon Signs up to 100 square feet for a new development or business may be erected and maintained with a building permit no more than one year.

(Please be advised that signs greater than 500 square feet in area require an Administrative Use Permit (AUP) and additional time for processing which can take 3 to 4 months)

Check one: Private property

Public property:

### Applicant:

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City/St/Zip

\_\_\_\_\_  
Signature

Check One: Owner  Lessee

Agent

### Property Owner:

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email





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Date	Staff Signature	Comments	Approval	
			Yes	No
_____	_____ Planning	_____	_____	_____
_____	_____ Building Safety	_____	_____	_____
_____	_____ Fire	_____	_____	_____
_____	_____ Recreation & Parks	_____	_____	_____
_____	_____ Police	_____	_____	_____
_____	_____ Public Works	_____	_____	_____
_____	_____ City Attorney	_____	_____	_____
_____	_____ Finance	_____	_____	_____

**Distribution: Original – Applicant                      Copies – All departments who approved                      File**