



City of Palm Springs

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Administrative Design Guidelines: Portable Signs

Effective January 2018

The following design guidelines and standards shall be followed when a business owner proposes to place a portable sign adjacent to the tenant space.

Basis for Policy

Palm Springs Zoning Code (PSZC) Section 93.20.05(C) and Section 93.20.06(D) requires the Director of Planning Services to prepare and implement administrative guidelines for portable signs.

Administrative Design Guidelines

Portable signs shall be subject to the following guidelines:

1. Location
 - The portable sign may be placed on private property or on the public sidewalk, subject to clearance requirements.
 - The portable sign may only be placed between the public entry into the tenant space and the nearest fronting street or parking drive aisle.
 - The portable sign shall be placed as close to the building incorporating the tenant space as possible.
 - The portable sign shall be no less than three (3) feet from the street/parking curb.
2. Clearance
 - A 72-inch wide clear paved pedestrian pathway shall be maintained at all times.
 - Permits cannot be issued for portable signs where a 72-inch wide pathway cannot be maintained.
3. Design Standards
 - Frame: All portable signs shall be required to use a standardized black plastic frame (see attachment). Existing permit holders may continue to use their existing sign frame through December 2018.
 - Dimensions: The standardized sign frame is twenty-seven (27) inches wide and forty-one (41) inches in height.

- Panel: The sign panels may be changeable; panels must be professionally printed. No hand-written text, changeable letters, or electronic panels are permitted.
4. Attachments
- No lighting, balloons, or any other attachments are allowed.

Application Procedures

Application

All portable signs require the issuance of a sign permit. Sign permit applications may be obtained at the Department of Planning Services, 3200 E. Tahquitz Canyon Way, or via the City website at the following address:

<http://www.palmsprings-ca.gov/government/departments/planning/applications-forms>

Submittal Requirements

In addition to the application form, applicants shall submit the specifications for the sign frame, specifications for the sign panels, and a site plan showing the location of the portable sign. The site plan shall show the clearance dimensions for the pedestrian pathway.

Insurance

For portable signs located on the public sidewalk, applicants shall submit proof of commercial general liability insurance, showing coverage for the portable sign.

Inspection

The portable sign shall be subject to inspection by City staff.

Annual Renewal

Beginning in 2018, all sign permits for portable signs shall be renewed on an annual basis.

Fee

The adopted fee for a portable sign permit is currently \$37.