Community Development offers informational brochures on the following topics:

CEQA and Environmental Review
Conditional Use Permits
Development Agreements
Development Plan Review
Drought Tolerant Landscape Standards
Fees and Charges
For Sale/For Lease Banners
Front Drought Tolerant Landscape Standards
General Plan Amendment
Lot Line Adjustments
Municipal Code Text Amendments
Outdoor Dining in Commercial Zones
Outdoor Displays of Merchandise
Permanent Signs
Planning Commission
Portable Signs
Property Information Inquiry
Residential Artificial Turf Standards
Residential Care Facilities
RV & Trailer Parking
Site Plan Requirements
Specific Plans
Storage Sheds in Residential Zones
Subdivisions
Temporary Signs and Banners
Temporary Use Permits
Trash Enclosure Standards
Tree Preservation
Variances
Window Replacement – Town Core
Window Signs
Zone Changes
Zoning Descriptions

**These brochures are generally intended to assist in the processing of application material. It does not necessarily provide every detail regarding Municipal Code regulations.*

To view additional brochures, scan the QR Code below.

Window Signs

Community Development Department
Planning Division
245 E. Bonita Avenue
San Dimas, CA 91773
(909) 394-6250
planning@sandimasca.gov

Mon-Thurs 7:30 a.m. - 5:30 p.m.
Fridays 7:30 a.m. - 4:30 p.m.

www.sandimasca.gov

WHAT ARE WINDOW SIGNS?

Window signs are any signs posted, painted, placed, or affixed in or on any window. They include any sign within three feet of a window that are permitted in commercial, office and industrial zones. There are four types of window signs: permanent, accessory, temporary and exempt.

PERMANENT WINDOW SIGNS

Permanent windows signs are any window signs applied to, stenciled on, or etched into the glass surface including gold leaf (or similar) letters and decals, limited to business identification, address and/or a listing of products or services not implicit in the business name. A sign permit is required for this type of sign. The maximum sign area is limited to 10% of the total window area, not to exceed 40 square feet (20 square feet in office zones).

ACCESSORY WINDOW SIGNS

Accessory window signs are window signs displaying business identification, hours of operation, credit card information, lottery, health department grades, open/closed and similar public convenience information. A sign permit is not required for this type of signage; however, the maximum coverage is limited to 12 square feet in total sign area with no individual sign exceeding 4 square feet.



TEMPORARY WINDOW SIGNS

Temporary window signs are window signs consisting of painting, cloth, paper, vinyl or similar materials allowed for a limited time to advertise seasonal sales, specials, and similar events. They are not for business identification. A permit is not required; however, the date of installation must be displayed on the sign(s) or the sign(s) may be subject to immediate removal. Only non-illuminated signs are allowed.

EXEMPT WINDOW SIGNS

Exempt window signs mean any window signs exempt from window sign regulations including: (1) holiday window displays and decorations, including lights, provided they are installed not more than thirty days before a holiday and are removed within ten days after the holiday and contain no references to goods, products or services; and (2) posters advertising fund-raising events for charitable, nonprofit, or educational fund-raising events or noncommercial uses, provided they are removed within ten days after the event, are not larger than two feet by three feet and do not exceed four in number at any one time.

ADDITIONAL STANDARDS

In addition to the requirements set for each type of window sign, they must all comply with the following standards:

- The maximum area for all window signs, excluding exempt and up to twelve square feet of accessory window signs, shall not exceed thirty-five percent of the total window area, provided that no individual window shall exceed fifty percent coverage in window signs.
- All window signs shall be properly maintained and be of reasonable professional quality.
- Lighting around or within windows shall not be permitted except for exempt holiday lighting and lighting approved as an accent to the building design or architecture.
- Window signs may advertise liquor or liquor-related products, even if prohibited by conditions of approval, provided that any such window signs comply with Chapter 18.152.
- In order to facilitate law enforcement and protect public safety, window signs or other window obscuring products, including tinting and window blinds or coverings, shall not substantially obstruct view into the business from outside a window.
- In a commercial building without storefront or similar windows, the Director of Community Development may authorize temporary signs equivalent to window signs.
- Window graphic signs may be permitted by the Director of Community Development and may exceed the fifty percent coverage standard where the Director finds and determines that the window graphic signs exhibit a unique artistic characteristic, the signs effectively obscure storage areas or the rear portion of interior displays and that the sign does not primarily serve a commercial purpose. The Director may impose conditions on any approval.