

Thousand Oaks Municipal Code

Sign Regulations Summary

The following is a summary of some sign regulations that apply to the operation of your business. If you have questions regarding sign regulations, it is recommended you contact the City of Thousand Oaks, Permit Process Division for permanent signs at (805) 449-2323 or the Code Compliance Division for temporary signs at (805) 449-2300. The entire Sign Ordinance can be viewed by accessing the Municipal Code at www.toaks.org (Section 9-4.2301 et. seq.).

TOMC Section 9-4.2302 - No sign or other advertising display shall be painted, placed, pasted, posted, printed, tacked, fastened, constructed, erected or otherwise displayed without first securing a permit pursuant to the Municipal Code. Change in copy and/or sign facia shall require a permit and sign seal.

TOMC Section 9-4.2312 – In addition to the permit required, every [permanent] sign shall have a City seal which will include an identification number. The seal shall be placed on the exterior surface of the sign body in a location readily visible after the installation and erection of the sign. Change in copy and/or sign facia shall require a sign seal and permit prior to its approval and registration.

TOMC Section 9-4.2304(b) – Every sign and all parts, portions, units, and materials comprising the same, together with the frame, background, supports, or anchorage therefore, shall be maintained in proper repair and a proper state of preservation. The display surface of all signs shall be kept neatly painted and/or posted.

TOMC Section 9-4.2303(c) – Upon written notice from the Building Official or Community Development Department, the necessary maintenance, alterations, or repairs shall be made within (10) days after the date of such notice.

TOMC Section 9-4.2309(a) – Signs, except for public service time and temperature signs, shall not be flashing, animated, or revolving in nature.

TOMC Section 9-4.2309(b) – Banners, pennants and captive balloons are limited as follows:

- Individual businesses may be authorized to have four (4) special events each calendar year, not to exceed ten (10) consecutive days each.

Sign Regulations Summary

Page 2

- Two additional special events advertising a special shopping or Thousand Oaks Auto Mall center-wide promotion, not to exceed four (4) consecutive days per event.
- In addition to the above, a one-time “grand opening” special event may be authorized for new shopping centers or individual businesses for a period not exceeding thirty (30) consecutive days.
- Banner size requirements
 - Banners shall not exceed a length of twenty (20) feet for all businesses, except the Thousand Oaks Auto Mall which may not exceed thirty (30) feet in length. The area shall be limited to a maximum of sixty (60) square feet except for the Thousand Oaks Auto Mall which shall be limited to a maximum of ninety (90) square feet.
 - Banners shall be limited to one per store or shopping center and one per building in the Thousand Oaks Auto Mall
 - Banners shall be attached to the front of a building for individual stores and businesses, strung between light standards along street frontages for shopping centers and either a building, store front or strung between light standards along a street frontage in the Thousand Oaks Auto Mall.
- Pennants and balloons requirements
 - Pennants shall be limited to a size not exceeding twelve (12) inches in width and eighteen (18) inches in length and shall be triangular or rectangular in shape. Balloons shall not exceed eighteen (18) inches in diameter.
 - A string of pennants shall not exceed forty (40) feet in length
 - Pennants may be attached to the front of the building for individual businesses, or between two (2) light standards along a street frontage for a shopping center [length may be increased to eighty (80) feet].
 - Balloons are limited to six (6) per business, attached individually or in a single cluster. Balloons may not be attached in a manner that would cause them to extend above the eave or parapet of the roof of the building or store front.
- Authorization for temporary banners, pennants and captive balloons can be obtained by notifying the Code Compliance Section in writing at 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362 or by fax at (805) 449-2350.

TOMC Section 9-4.2309(c) – Portable, moveable, or temporary signs, except for window or construction signs, are prohibited.



TOMC Section 9-4.2309(f) – Window signs shall be allowed as follows:

- Window signs shall be permitted on both the inside or outside of the window. Sign must be painted, attached, glued, or otherwise affixed to a window.
- Window signs shall be limited to twenty-five (25%) percent of the total window area on any single facia of the building fronting on a street for a sale or special event for an indefinite period of time.
- Two (2) separate events allowing more than twenty-five (25%) percent of the window may be authorized during holiday periods throughout a calendar year and may not exceed twenty-one (21) consecutive days.

TOMC Section 9-4.2309(t) – Temporary vehicle signs are prohibited except for permanently affixed signs, such as painted on signs. Permanently affixed signs on parked vehicles or trailers directing attention to a specific business or event shall be prohibited on both public and private property. Vehicles with permanent signs shall not be placed in a conspicuous location where the business is situated to be used for on-site or off-site advertising.

TOMC Section 7-2.301 – No sign may be placed within any public right-of-way unless an encroachment permit is obtained.

