

FLAG AND PENNANT PERMIT GUIDELINES

1. Flag and pennant installations are limited to events that are open to the general public and are under the sponsorship of local, nonprofit community organizations. Advertising for private, religious, and special interest events is prohibited within the public road right of way. Flags and pennants on streets where adjacent land use is primarily residential are not permitted. Unacceptable use of flags and pennants are those advertising business enterprises, individual politicians, political parties, ballot measures, political ideology or anything of a political nature, and functions such as bazaars, carnivals, revival meetings, etc., hosted by private parties.
2. An Encroachment Permit issued by the Los Angeles County Department of Public Works (LACDPW) is required for flag and pennant installations per Los Angeles County Code Title 16, Highways. The permittee shall comply with all requirements set forth in the County codes.
3. A complete permit application package for flag(s) and pennant(s) must be submitted a minimum of twenty (20) working days prior to the proposed date of installation and must be accompanied by all the information, certification, approvals, etc., required below:
 - a. Proof of liability insurance coverage in the amount required in the latest "Greenbook" and "Graybook" along with the County of Los Angeles named as additional insured on a separate endorsement form.
 - b. Map(s) of the locations where the flag(s) and pennant(s) will be installed. Picture(s) of all the flags and pennants including full text of any message, and dimensions (length and width) shall be provided with the permit application. The total surface area of a pennant or flag on one pole shall not exceed **18 square feet**. Only one pennant or flag per pole. Double-hanger pennants or flags are prohibited.
 - c. Permit application must state the proposed dates of installation and removal.
 - d. Details of the installation including materials, dimensions, clearances, structural details of the objects to which the flag or pennant is to be connected, the connection to the pole, etc., are to be submitted. Depending on the size of the flag or pennant, pole selection, and the complexity of the connections, the applicant may be required to submit certification from a registered Civil or Structural Engineer, along with calculations that the total system will function within the allowable stress limits for a 60 mph wind load in most areas and a 90 mph wind load in the high wind areas. Pennants or flags for use on poles in high wind areas must be mounted with break-away or bend-away supports.

4. Corporate and business trademarks, logos, or other identifiers shall not be placed on flags and pennants. State, County, and local codes prohibit advertising on public property for private, for-profit, special interest, business, etc., groups.
5. Flag and pennant pole availability is based on a first-come, first-served basis. Flag and pennant installation proposal must be reviewed and accepted by LACDPW prior to flag and pennant production and permit issuance.
6. Flag and pennant attachment, installation, maintenance, and removal shall be done by professional installers. Flag and pennant display duration shall be limited to a **one month period**. They must be removed by 4 p.m. of the last day permitted. All flag and pennant attachment hardware shall be removed from the pole at the same time as the flag or pennant is removed.
7. Flags and pennants shall be made of cloth composed of vinyl, canvas, or other suitable material. Flags and pennants shall be attached and supported by approved fasteners. No holes shall be punched, drilled, or burned in any poles. No flags or pennants shall be suspended between poles or between poles and structures. No flags or pennants shall be installed on any wooden poles, power poles, or traffic signal poles.
8. Flags and pennants and all of their attachments shall be installed and secured to poles with a minimum clearance of **17 feet** above the highest section of the road to provide adequate clearance for traffic, pedestrians, and all electrical facilities. The installer shall be responsible for verifying the selected location's ability to meet this height requirement. If no portion of the flag or pennant extends into the area used by vehicular traffic or if they are entirely within a sidewalk area, there must be sufficient clearance for pedestrian traffic. Flags and pennants shall be installed in a manner that would not obstruct traffic signs or warning devices such as, but not limited to, street name, parking limitations, speed limit, school, and directional or route designation. Flags and pennants may not be placed within **50 feet** of a street intersection or within **50 feet** of any mid-block pedestrian crosswalk. Flags and pennants are to be installed so as not to interfere with street light maintenance activities.
9. The permittee shall be responsible for monitoring the condition of the flag(s) and pennant(s), and for making any adjustments to guarantee the safety of the traveling public at all times.

10. Removal of flag(s) and pennant(s) may be ordered by LACDPW for any of the following reasons including, but not limited to:
- a. Unsafe conditions.
 - b. Damage or potential damage to County owned property, public, or private property.
 - c. Permit expiration.
 - d. Installation without a permit.
 - e. Poor or damaged condition of the flag(s) and pennant(s).
 - f. Noncompliance with County codes, permit requirements, encroachment guidelines, conditions of the permit, etc.

If the removal of the flag(s) and pennant(s) is not started within four (4) hours of notification and completed in a timely manner, removal will be made by LACDPW forces. All costs associated with the removal of the flag(s) and pennant(s) will be the responsibility of the permittee at no cost to the County.

11. Unless otherwise stated on the permit, the installation or removal of flags and pennants shall not take place between the hours of 7 a.m. and 9 a.m., 4 p.m. and 6 p.m., or during hours of darkness, Monday through Friday. Flags and pennants shall not be installed or removed at any time during hazardous weather conditions such as, but not limited to, wet, rainy, windy, or foggy days. Flags and pennants shall not be installed or removed during nonbusiness hours including Saturdays and Sundays.
12. Each flag and pennant installation shall be subject to inspection while it is being installed, during the period that it is in place, and upon removal at the termination of the permit period. A **\$200 security deposit** will be required to insure proper removal of the flag(s) and pennant(s). A non-refundable **permit issuance fee** in addition to the **inspection and plan check deposits** based on actual cost will also be required, per Los Angeles County Code Title 16, Highways.
13. Submit your complete permit application package to:

**COUNTY OF LOS ANGELES
Department of Public Works
Construction Division, 8th Floor
Permits and Subdivisions Section
900 South Fremont Avenue
Alhambra, CA 91803**