

FLAG AND PENNANT PERMIT GUIDELINES

1. Flag and pennant installations are limited to events which are of interest to the public under the sponsorship of local community organizations. Private advertising, religious events, and special interest events are prohibited within the road right of way. Flags and pennants on streets where adjacent land use is primarily residential are not permitted. Examples of unacceptable flags and/or pennants are those advertising commercial enterprises, individual politicians, political parties, ballot measures, political ideology or anything of a political nature, and other non-community organizational functions such as bazaars, carnivals, revival meetings, etc.
2. An Encroachment Permit issued by the Los Angeles County Department of Public Works is required for flag and/or pennant installations.
3. A complete permit application package for flag or pennant must be submitted a minimum of ten (10) working days prior to the expected date of installation and must be accompanied by all the information, certification, approvals, etc., required below.
4. Documentation of liability insurance coverage in the amount per the latest "Green Book" requirements with the County of Los Angeles named as co-insured along with the Department's Endorsement Form.
5. A map and description of the flag and/or pennant installation locations and vicinities including content and message. All pertinent details of the installation including material, dimensions, clearances, structural details of the object to which the cable or shaft is to be connected, attachment details, etc., are to be submitted. Depending on the size of the flag or pennant 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 usual allowable stress limits for a 60 mph wind load.
6. Flags and/or pennants to be supported from facilities owned or controlled by someone other than the permittee, requires the written permission of such person or entity.
7. The installation of connection devices shall be done by professional installers and shall be limited to a one month period. They must be removed by 4 p.m. of the last day permitted.
8. Flags and pennants shall be made of cloth that is composed of vinyl, canvas, or other suitable material. Flags and pennants shall be supported by steel cable, equivalent strength rope, metal shafts, or other approved fasteners.
9. Flags and pennants shall be installed at a minimum height of 17 feet above the road. If no portion of the flags or pennants 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.

10. The permittee shall be responsible for monitoring the condition of the flag(s) and/or pennant(s) and to make any adjustments to guarantee the safety of the traveling public at all times.
11. Removal of flags or pennants may be ordered by the Department of Public Works for any of the following reasons:
 - a. Damage or potential damage to County owned property.
 - b. Permit has expired.
 - c. No permit was issued for the installation.
 - d. Poor or damaged condition of the flags or pennants as determined by the Department of Public Works.

If the removal of the flag and/or pennant is not completed within four (4) hours of notification, removal will be made by Public Works forces with no costs incurred by the County and the permittee will be billed for the work performed.

12. 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 the 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, rainy, wet, windy, or foggy days. Flags and pennants shall not be installed or removed on Saturdays or Sundays.
13. Each flag and/or pennant installation shall be subject to inspection while it is being installed, during the period that it is in place, and to ensure that it has been removed at the termination of the permit period. A \$200 security deposit will be required to insure proper removal. A \$100 minimum inspection deposit will also be required in addition to a non-refundable permit issuance fee per Los Angeles County Highways Code 16.10.010.