



# **GUIDELINES FOR FLAG AND PENNANT PERMITS**

**LAND DEVELOPMENT DIVISION**

REVISED APRIL 2018

## 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. 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. A Road Encroachment Permit issued by the Los Angeles County Department of Public Works (LACDPW) is required for any proposed flag and pennant installation(s) within unincorporated LA County per Los Angeles County Code Title 16, Highways.
3. Flag and pennant pole availability is based on a first-come, first-served basis. Flag and pennant display duration is temporary, typically limited to a one-month period.
4. Flags and pennants on streets where adjacent land use is primarily residential are not permitted.
5. 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.
6. The total surface area of a pennant or flag on one pole shall not exceed **18 square feet**. Only one pennant or flag is permitted per pole. Double-hanger pennants or flags are prohibited.
7. Flag and pennant attachment, installation, maintenance, and removal shall be done by professional installers. Flags, pennants, and associated hardware must be removed by 4 p.m. of the last day permitted.
8. Pennants shall be installed with a minimum clearance of **17 feet** above the roadway if installed on the traffic side of the pole. If pennants are installed over the sidewalk, the minimum vertical clearance shall be **10 feet**. The installer shall be responsible for verifying the selected location's ability to meet this height requirement.
9. Pennants may not be placed within **50 feet** of an intersection nor **50 feet** of any mid-block crosswalk.

10. Pennants shall not obstruct traffic signs or warning devices such as, but not limited to, street name, parking restrictions, speed limit, school zone, directional or route designations. Pennants may not interfere with County maintenance activities.
11. Complete and submit the online Road Encroachment permit application in EPIC-LA at <https://epicla.lacounty.gov/SelfService/#/home>. We recommend submitting the application at least **twenty (20) working days** prior to the proposed date of installation to allow adequate review and processing time. The submittal must be accompanied by the necessary documentation as required below:
  - a. A Certificate of Liability Insurance showing documentation of liability insurance coverage in the amount per the latest “Green Book” requirements. The County of Los Angeles shall be named as co-insured, noted on a separate Additional Insured Endorsement Form referencing the general liability insurance policy number shown on the Certificate of Liability Insurance.
  - b. If necessary, a Letter of Authorization designating an agent, contractor, or other organization to act as an agent on behalf of the owner/applicant in all matters related to obtaining the encroachment permit.
  - c. Map(s) of the locations where the flag(s) and pennant(s) will be installed. Depiction of the flag(s) and/or pennant(s) including full text of any message, and dimensions (length and width) shall be provided with the permit application. Flags and pennants are subject to the approval from the Board of Supervisors Office.
  - 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 banner, 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.
12. All applicable permit fees will be assessed upon review of the submitted documents. Invoiced fees must be received prior to processing the application. Permit fees include but are not limited to the following: a non-refundable permit processing and issuance fee, a security deposit to ensure proper removal of the flag(s)/pennant(s) and associated hardware, and an inspection deposit based on actual cost.
13. Flag and pennant installation proposals must be reviewed and accepted by LACDPW prior to flag and pennant production and permit issuance.

14. 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.
15. 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.
16. 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.
17. Unless otherwise stated on the permit, installation and removal of flags and pennants shall not take place between 7:00 am and 9:00 am, 4:00 pm and 6:00 pm, during hours of darkness, on weekends, or on holidays. Flags and pennants shall not be installed during hazardous weather conditions such as, but not limited to, wind, rain or fog.