

All banner signs to be located within the city of Brentwood must be reviewed by the Community Development Department to determine conformance with the City's sign regulations and/or approved Master Sign Programs. **The fee associated with a banner sign permit is \$25.**

Banner Sign Permits for Business Establishments

Section 17.640.007 (B) of the Brentwood Municipal Code (BMC) provides for banner signs used by establishments, which are defined as follows:

“Establishment” means any legal use of land, other than long-term residential, which involves the use of structures subject to the Building Code. By way of example and not limitation, this definition includes businesses, factories, farms, schools, hospitals, hotels and motels, offices and libraries, but does not include single-family homes, mobile homes, residential apartments, residential care facilities, or residential condominiums. Multi-unit housing developments are considered establishments during the time of construction; individual units are not within the meaning of establishment, during the time of construction; individual units are not within the meaning of establishment, however, once a certificate of occupancy has been issued or once a full-time residency begins.

These banner signs will be approved provided that the following standards are adhered to:

1. Only one banner is allowed at any one time, per establishment.
2. The banner sign shall be on the same site as the sponsoring establishment.
3. Unless allowed by Chapter 17.645 of the BMC, the banner sign shall not be mounted on or project into the public right-of-way.
4. The banner sign shall be displayed for a maximum of four time periods each calendar year; each period may not run more than 30 consecutive days; after each display period, no successive banner sign may be displayed for at least 60 calendar days.
5. The banner sign shall not exceed 50 square feet or 10% of the building face, whichever is less.
6. The banner sign shall not be illuminated.
7. The banner sign shall be securely fastened on all sides to a permanent on-site structure, such as a building, fence, or wall.
8. The banner sign shall be constructed of durable and weatherproof materials, such as vinyl or woven nylon, and shall be continuously maintained in good condition.

Banner Sign Permits for Community Events

Section 17.645.008 (B) of the BMC provides for banner signs on public property used to advertise community events such as parades, festivals, charitable or educational fundraisers, sports league sign-ups, holiday home tours, and similar events, provided that the following standards are adhered to:

1. Signs on public property shall be limited to the following locations:
 - a. The northwest and southeast corners of the Sand Creek Road and Fairview Avenue intersection.
 - b. The southwest and southeast corners of the Sand Creek Road and O'Hara Avenue intersection.
 - c. The northeast corner of Dainty Avenue and Central Boulevard.
 - d. Within 50 feet of the southwest corner of Chestnut Street and Sellers Avenue.
2. No more than four banner signs per event shall be allowed, with no more than one sign at each location.

3. Banner signs shall not be placed more than 30 days in advance of the event and shall be removed no later than five days after the conclusion of the event.
4. Individual banner signs shall not exceed an area of 32 square feet.
5. Banner signs shall be non-illuminated, and shall not include reflective materials.
6. Banner signs shall be securely fastened on all sides to an on-site structure such as building, fence, or wall.
7. Banner signs shall be constructed of durable and weatherproof materials, including but not limited to vinyl and woven nylon, and shall be continuously maintained in good condition.
8. Banner signs shall only advertise events that are to take place within the Brentwood city limits, or that are sponsored by or raise funding for organizations located within the Brentwood city limits.

Procedure:

To apply visit <https://brent-trk.aspgov.com/eTRAKiT/>. The following instructions will walk you through the creation of your user account and how to submit applications through the portal.

➤ **Banner Permit Submittal Process:**

1. Create an eTRAKIT account under Public.
2. Once logged in, select Apply under Projects.
3. Under Project Application Confirmation, click Agree.
4. Select Sign as the Project Type.
5. Complete all required fields and submit the application.

➤ **Banner Permit Payment Process:**

1. After the banner permit has been submitted and approved, you will receive a notification to submit payment.
2. Log in to your eTRAKIT account and, under Projects, select Pay Fees.
3. If your permit/project does not appear, navigate to the Dashboard and click the link for Permits and Projects.
4. Enter your project/permit number (including the "BN" prefix).
5. Once linked, you may proceed with payment.

➤ **When submitting online you **MUST** upload and include the following:**

1. Signed property/owner acknowledgment form on page 4 of this handout.
2. One (1) reduced copy or photograph of the banner sign, drawn to scale indicating:
 - a. Dimensions of the proposed banner sign – height, width, sign area, etc.
 - b. Banner sign text.
 - c. Colors and materials description.
 - d. Schematic building elevation showing the location and height (from finished grade) of the proposed banner (for business establishment banners only). Photo simulations (Google street view, digital photos, etc.) are acceptable with the location of the banner overlaid or drawn on the image.
3. One (1) copy of a site plan drawn to scale (Private Property Only), indicating:
 - a. Location of the proposed banner sign.
 - b. Description of how and where the banner sign will be attached.



BANNER SIGN PERMIT

Planning Division

Revised: April 13, 2026

Fill out certification form with signatures and upload online in eTRAKIT with image of banner.

CERTIFICATION:

I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

Applicant's Name

Date

Applicant's Signature

Company Name

NOTE: If the Applicant is not the Property Owner, then the Property Owner must sign below to authorize the Applicant as his/her official representative.

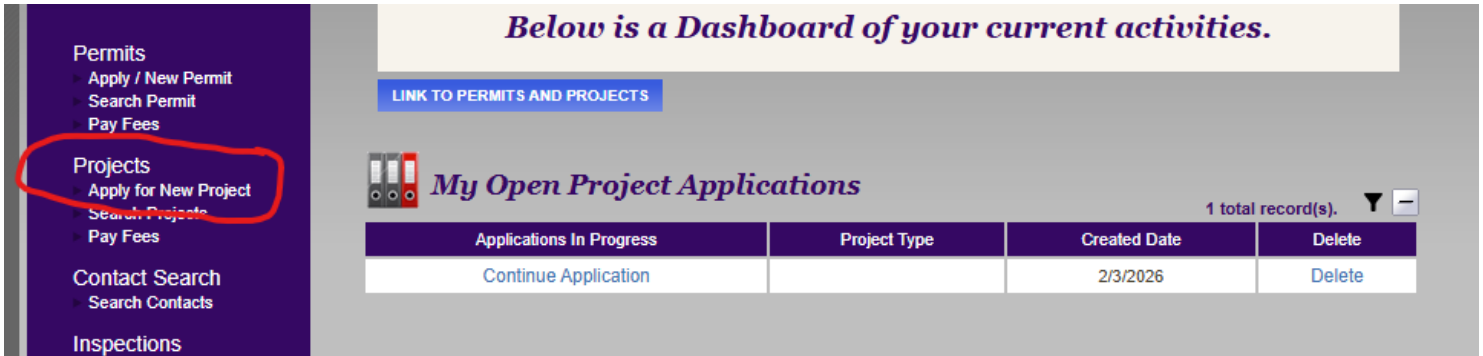
I, _____ property owner, do hereby authorize the Applicant,
_____ as my official representative in all matters relating to this Application.

Owner's Name

Owner's Signature

Date

1. Create your eTRAKIT Account
2. Once your account is created click on the home tab, then click on apply for New Project



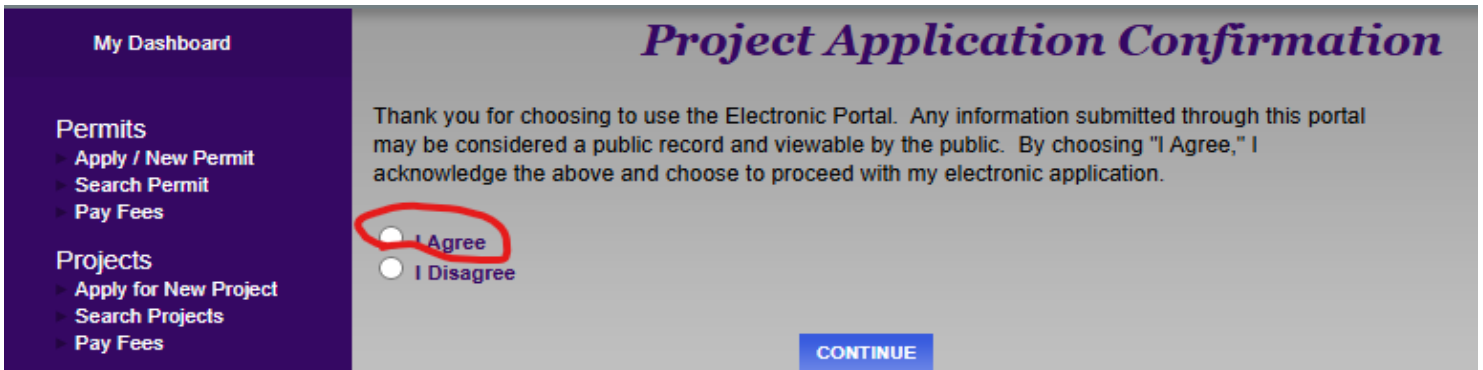
Below is a Dashboard of your current activities.

[LINK TO PERMITS AND PROJECTS](#)

My Open Project Applications 1 total record(s).

Applications In Progress	Project Type	Created Date	Delete
Continue Application		2/3/2026	Delete

3. The project application confirmation page will appear and you will click on agree



My Dashboard

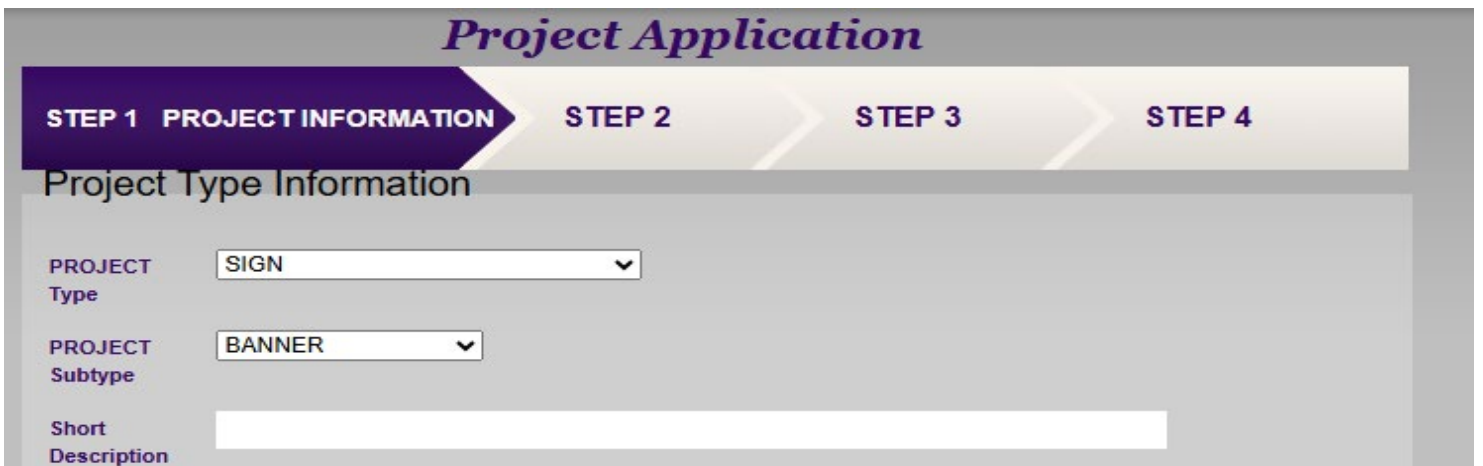
Project Application Confirmation

Thank you for choosing to use the Electronic Portal. Any information submitted through this portal may be considered a public record and viewable by the public. By choosing "I Agree," I acknowledge the above and choose to proceed with my electronic application.

I Agree
 I Disagree

[CONTINUE](#)

4. Once you are in the application you will select the following, *Project Type*: **Sign** and *Project Subtype*: **Banner**. Under the short description please put the name of the company/organization/business and what event the banner will be advertising.



Project Application

STEP 1 PROJECT INFORMATION STEP 2 STEP 3 STEP 4

Project Type Information

PROJECT Type:

PROJECT Subtype:

Short Description:



BANNER APPLICATION SUBMITTAL INSTRUCTIONS

Planning Division

Revised: April 13, 2026

5. Please fill out the Banner Information

- a. **Public Property Banners:** Select locations banners will be placed. Leave private address box empty. Under banner description please include the event the banner will be advertising and banner size. You will then need to select installation date and removal date (please note that banners may only be displayed a maximum of 30 days). Under site plan attached select NO (only private property), and under banner scan attached select yes (Banner image should be uploaded).
- b. **Private Property Banners:** Skip the first four banner locations, under private property address, please put in the banner address it will be installed at. Under banner description please include the event the banner will be advertising and banner size. You will then need to select installation date and removal date (please note that banners may only be displayed a maximum of 30 days). Under site plan attached select YES (site plan should be uploaded), and under banner scan attached select yes (Banner image should be uploaded).

Additional Permit Information

BANNER INFO

<input type="checkbox"/>	Sand Creek & Fairview:
<input type="checkbox"/>	Sand Creek & O'Hara:
<input type="checkbox"/>	Central & Dainty:
<input type="checkbox"/>	Sellers & Chestnut:
<input type="text"/>	Private Property Address:
<input type="text"/>	*Banner Description:

Installation Date:
Banners may be displayed for a maximum of 30 days

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Removal Date:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

***Site Plan Attached?:**

***Banner Scan Attached?:**

6. For public property banners please search 150 City Park Way Brentwood, CA 94513 and select the address. For private property banners please look up address and select it within the tab.



BANNER APPLICATION SUBMITTAL INSTRUCTIONS

Planning Division

Revised: April 13, 2026

Location

Enter part or all of your address and press search

Search By

Search Value

Select address below

Once address has been selected it should look like the image below. Parcel and address should be shown in orange.

Location

013041012
150 CITY PARK WAY
BRENTWOOD, CA 94513-1364

[Address Lookup](#)

7. Under attachments all required documents should be uploaded. (**Banner Certification form can be found with the Banner Sign Document**)
 - a. **Public Property Banners:** Image of banner and signed certification document with applicants name and signature.
 - b. **Private Property Banners:** Image of banner, site plan and signed certification document with applicant and property owners' name/signature.

Attachments

Only documents with a PDF file format may be uploaded. Individual files submitted for upload are limited to a maximum size of 100 mb. Please size your attachments accordingly. Each attachment must be titled with correct information to include the street address and description of the attachment (example: 123 Main Street - Project Plans).

Filename

Description



BANNER APPLICATION SUBMITTAL INSTRUCTIONS

Planning Division

Revised: April 13, 2026

8. You will now need to fill out the applicant information. Once filled click next step.
 - a. Public Property Banners: Please fill out Applicant and contact information.
 - b. Private Property Banners: Please fill out all three applicant, owner and contact information.

Project Application

STEP 1 **STEP 2 Contact Information** STEP 3 STEP 4

Application for a SIGN Project

Applicant Information

*Name	<input type="text"/>	*Phone	<input type="text" value="() _-__"/>
*Address	<input type="text" value="150 City Park"/>	*Email Address	<input type="text"/>
*City	<input type="text" value="Brentwood"/>	*Zip	<input type="text" value="94513"/> - <input type="text"/>
*State	<input type="text" value="CA"/>		

Owner Information

*Name	<input type="text" value="BRENTWOOD CITY OF"/>	*Phone	<input type="text" value="() _-__"/>
*Address	<input type="text" value="150 CITY PARK WAY"/>	*Email Address	<input type="text"/>
*City	<input type="text" value="BRENTWOOD"/>	*Zip	<input type="text" value="94513"/> - <input type="text" value="1164"/>
*State	<input type="text" value="CA"/>		

Contact Information

Name	<input type="text"/>	Phone	<input type="text" value="() _-__"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>
State	<input type="text"/>		



BANNER APPLICATION SUBMITTAL INSTRUCTIONS

Planning Division

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- Once all information has been uploaded and is accurate, you can review then submit the application (click submit).

Application for a SIGN Project

Review the information below prior to submitting the application

Project Information EDIT

Type	SIGN
Subtype	BANNER
Description	TEST

Location EDIT

150 CITY PARK WAY
BRENTWOOD, CA 94513-1364

Contacts EDIT

Applicant Information

Test (925) 516-5173
150 City Park aorozco@brentwoodca.gov
Brentwood, CA 94513

Owner Information

BRENTWOOD CITY OF (925) 516-5173
150 CITY PARK WAY aorozco@brentwoodca.gov
BRENTWOOD, CA 94513 - 1164

Contact Information
Andres Orozco

Fee Information

Fees Details		Amount
Type	PLANNING ADMINISTRATIVE REVIEW	\$25.00
	TEMPORARY PERMIT FOR SIGN...	25.00
Total Fees		\$25.00

Attachments

To upload additional attachments click on Upload. [Upload](#)

CANCEL
PREVIOUS STEP
SUBMIT

- Once submitted you will receive a confirmation via email and see your project number. Once the application has been reviewed and approved, you will receive a notification for payment. You can the log back into eTRAKIT to make payment or come in person to pay with a check or credit card.

Project #BN26-016

Attachment

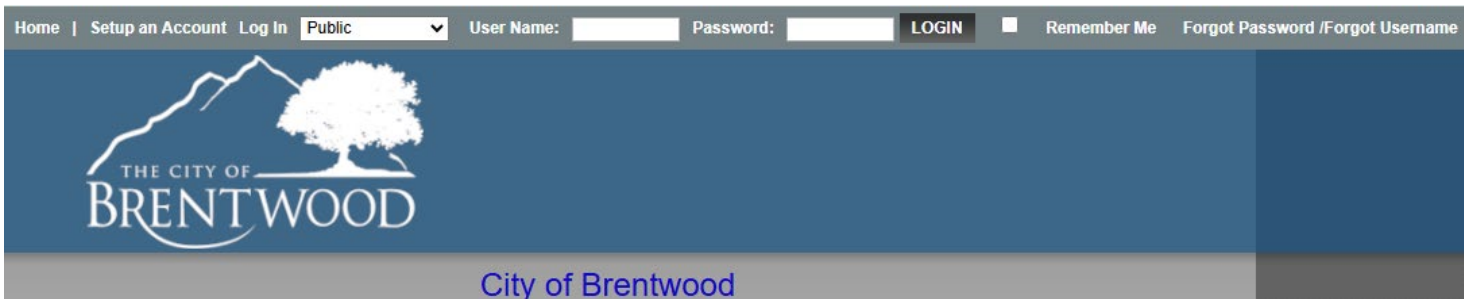
Inspections(0)

Reviews(1)

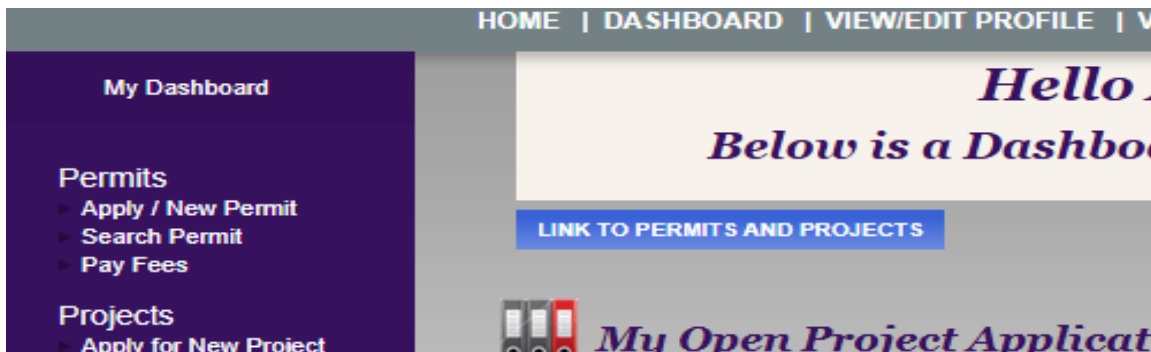
There are currently no inspections on this record.

INSTRUCTIONS FOR PAYMENT

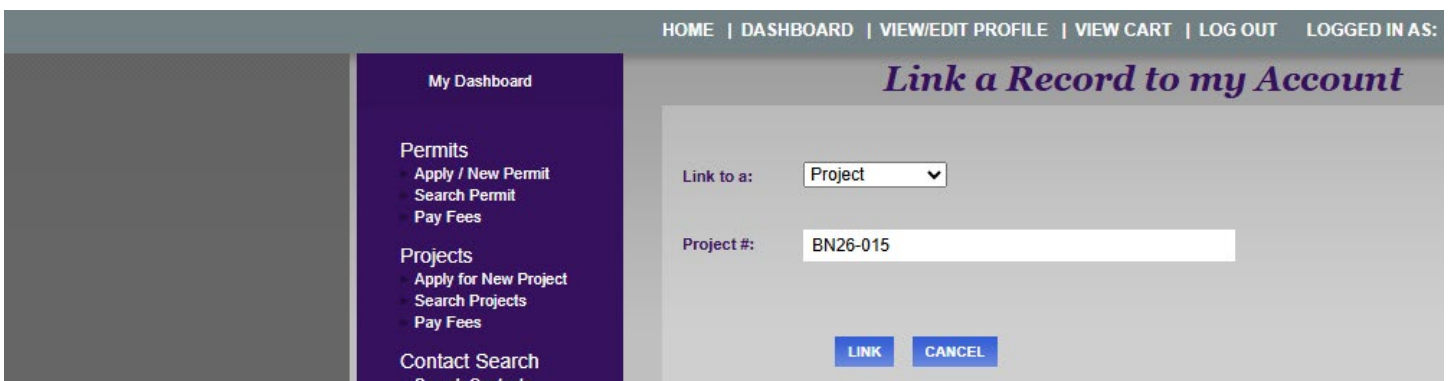
1. To pay for banner permit you will need to create a public City of Brentwood account on eTRAKIT. Once created you should see the following screen and change tab to public and log in with your credentials.



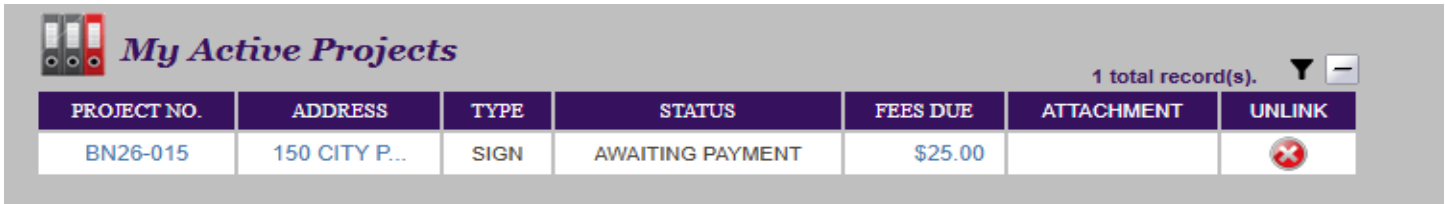
2. Once logged in click on dashboard and a button with LINK TO PERMITS AND PROJECTS will appear. Click to link banner project number to your account.





3. Once you click on the link project the following screen should appear. Under Link to a: Select Project and Under Project # type in the banner number that was given to you with your invoice. Then click **link**.



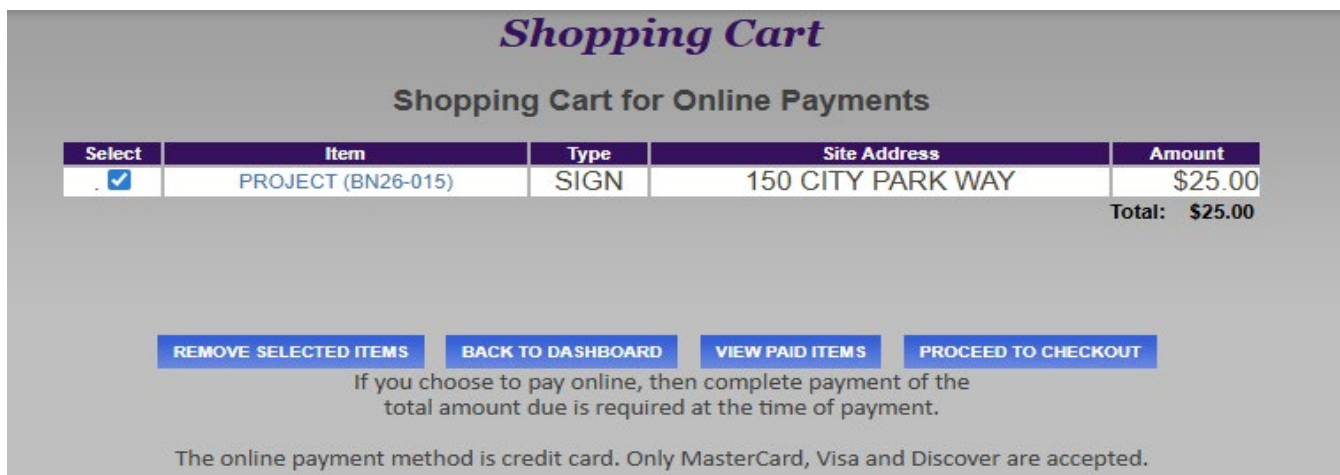
- Once you have successfully linked your project it will appear under your active projects. You will then click on the fee that is due, in the case below \$25.00



My Active Projects 1 total record(s) 

PROJECT NO.	ADDRESS	TYPE	STATUS	FEE DUE	ATTACHMENT	UNLINK
BN26-015	150 CITY P...	SIGN	AWAITING PAYMENT	\$25.00		

- The project will then be placed in your shopping cart and you can move forward with payment by clicking proceed to checkout.



Shopping Cart

Shopping Cart for Online Payments

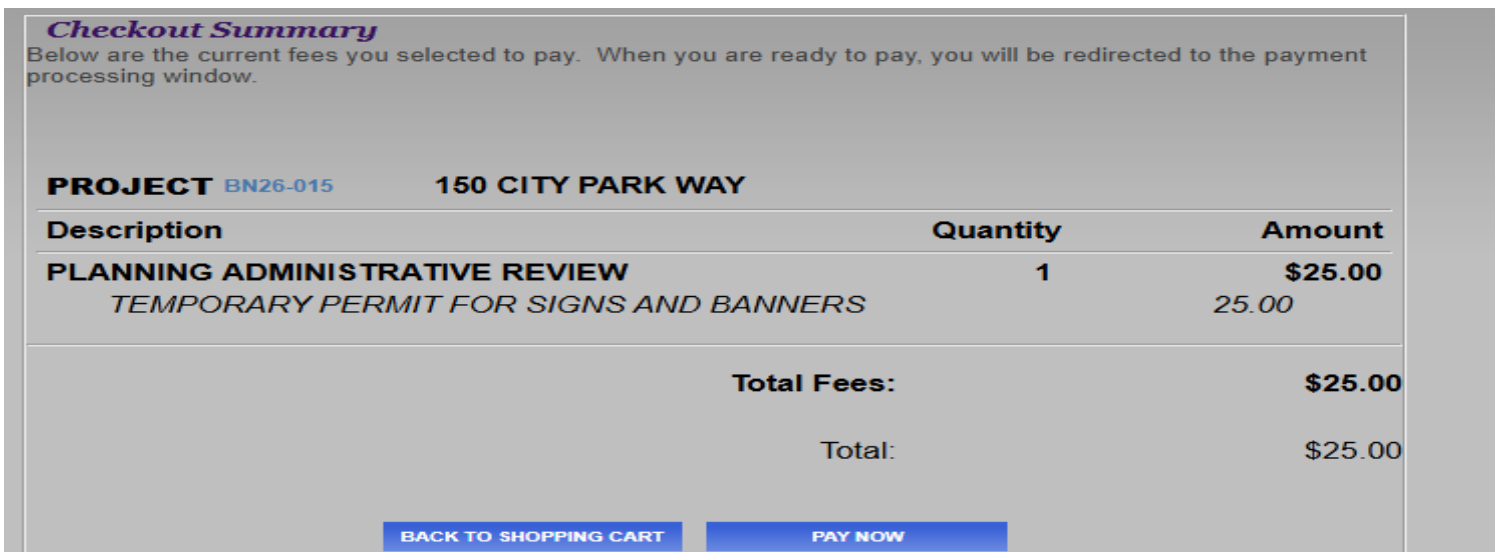
Select	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PROJECT (BN26-015)	SIGN	150 CITY PARK WAY	\$25.00
				Total: \$25.00

[REMOVE SELECTED ITEMS](#)
 [BACK TO DASHBOARD](#)
 [VIEW PAID ITEMS](#)
 [PROCEED TO CHECKOUT](#)

If you choose to pay online, then complete payment of the total amount due is required at the time of payment.

The online payment method is credit card. Only MasterCard, Visa and Discover are accepted.

- The checkout summary page will appear and you can pay then move forward with entering your card information. Once payment has been received you will receive approved banner permit.



Checkout Summary

Below are the current fees you selected to pay. When you are ready to pay, you will be redirected to the payment processing window.

PROJECT BN26-015	150 CITY PARK WAY	
Description	Quantity	Amount
PLANNING ADMINISTRATIVE REVIEW <i>TEMPORARY PERMIT FOR SIGNS AND BANNERS</i>	1	\$25.00 25.00
Total Fees:		\$25.00
Total:		\$25.00

[BACK TO SHOPPING CART](#)
 [PAY NOW](#)