

Temporary Outdoor Promotion Permit (TOPP)



Purpose:

Businesses in the City of Lake Forest may obtain a Temporary Outdoor Promotion Permit for outdoor commercial events occurring on-site. Temporary Outdoor Promotions may include:

- Parking lot, courtyard, storefront, or other outdoor sales
- Merchandise display; live outdoor entertainment
- Exhibitions, clinics, and instructional workshops
- Fundraisers for non-profit or charitable organizations or causes



Requirements:

- Up to 6 times per year—10 days per permit
- Signage may include small balloons, pennants/streamers, freestanding banners, inflatables, and event mascots
- All signage must be within the TOPP area
- Permit is required—apply at City Hall
- Property owner/manager signature is required on TOPP applications
- Include a basic site plan illustrating the location of all proposed outdoor activities and signage

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Application Filing:

- Applications for a Temporary Outdoor Promotion Permit may be submitted to the City's Planning Division between the hours of 8:00 a.m. and 6:00 p.m. Monday through Thursday, and every other Friday between the hours of 8:00 a.m. and 5:00 p.m. (closed for lunch from 11:45 a.m. to 1:00 p.m. daily).
- Please allow a minimum of five (5) business days for the processing of a Temporary Outdoor Promotion Permit Application.

**For more information, contact Development Services at:
(949) 461-3491.**

