

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



The City of Lake Forest supports businesses and recognizes their need to identify themselves to the community so people know that they are there. For this reason, the City allows a wide variety of legal permanent and temporary signage options. For example, your business can apply for a permit to display a temporary promotional banner (attached to the building or storefront) with size based on the length of your business frontage. A maximum of four Temporary Banner Permits may be issued per business, per address, per calendar year. Further, your business can apply for up to six Temporary Outdoor Promotional Permits (TOPPs) of up to ten (10) days each. Tents, limited outdoor displays of merchandise, small balloons and a banner are allowed under this permit. Lastly, the City of Lake Forest offers several programs and opportunities to local businesses. These include the “Shop and Dine Lake Forest” program; business seminars and events; one-on-one business counseling; and the “Business in the News” recognition program. These programs and opportunities are all free-of-charge and are designed and intended to help local businesses succeed in their endeavors.

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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 Friday's 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.**

