

COUNTY OF ORANGE CALIFORNIA

OC Public Works

HOLIDAY DISPLAY PERMIT REQUIREMENTS

The holiday season is a great time to brighten up our neighborhoods! Keep these important safety requirements in mind when planning your holiday light and decoration displays.

Any holiday lights or decorations that hang over a public street, sidewalk or other County-owned area in unincorporated Orange County require a **Road Access Encroachment Permit** from OC Public Works before installation.
Decorations that are entirely on private property do not require a permit.

NEIGHBORHOOD SAFETY

- Electrical & extension cords cannot cross public sidewalks or streets.
- Decorations must allow safe clearance for pedestrians, emergency vehicles and service crews.

GET YOUR PERMIT TODAY

Apply individually, through your HOA or with a group of neighbors.

- Individual property or single street: $515
- Multiple streets within an HOA: $1,420

An additional $1,000 deposit is also required and is **refundable** once the permit is satisfactorily closed.

APPLY



myOCeServices
myOCeServices.oc.gov

OC Public Works Permitting
714-667-8888
ocpwpermitting@pw.oc.gov



APPLYING FOR AN ENCROACHMENT PERMIT

If your neighborhood or HOA plans to display decorations in or over public areas, an encroachment permit is required. To help make the application process as straightforward as possible, please review the following requirements and prepare the necessary documentation:

- ☐ **Road Access Encroachment Permit Application:** The application must be completed by the homeowner or HOA. If the HOA is the applicant, an authorized officer of the HOA Board must sign the application on behalf of the Board. Apply online at myOCeServices.oc.gov.
- ☐ **Site Plan:** Submit a diagram showing the proposed locations of light strands, decorations, and any other elements being placed in or over the County right-of-way. Include the addresses of all properties participating in the display.
- ☐ **Letter of Authorization:** If an HOA representative will be signing for the permit, a Letter of Authorization must be completed and notarized by the person authorized to represent the HOA. This requirement does not apply to individual property permits when the homeowner is both the applicant and the person signing for the permit.
- ☐ **Credit Card Authorization and Permit Fees:** The combined permit fees are as follows:
  - Individual property or single street: $515 ($470 Time and Materials deposit + $45 issuance fee).
  - Multiple streets within an HOA: $1,420 ($1,375 Time and Materials deposit + $45 issuance fee).

  An additional $1,000 deposit is required and is refundable upon satisfactory closure of the permit.
- ☐ **Insurance Information:** Proof of adequate liability insurance must be submitted with the encroachment permit application.
- ☐ **Contractor Guidelines:** Applicants and participants must review and follow the Contractor Guidelines, which outline the requirements and limitations for placing holiday decorations in the County right-of-way. Following these guidelines is essential to maintaining a safe environment for residents, pedestrians, and motorists.

Obtaining an encroachment permit and following these requirements will help ensure holiday decorations are installed safely and in compliance with County regulations.

Please remember that a permit is not required for decorations displayed entirely on private property.