



Sign Permit Submittal Checklist

In order to expedite your sign submittal, please provide the following information:

A. Sign Permit Application(s): Up to ten (10) signs can be submitted on one application **for the same parcel**.

- Address where signage is located.
- APN (parcel number) where signage is located.
- Property owner or Licensed Contractor.
- Address of contractor or owner.
- Contact name, phone numbers, email addresses for contractor or owner.
- Contractors License number (California). License Class: C-45, Electrical Sign Contractor license; D-42, Non-electrical signs.
- Building Tenant Frontage (lineal feet) for attached signs.
- Parcel Street frontage (lineal feet) for detached signs.
- Sign area in square feet.
- Sign Copy.

- ❖ Authorization letter may be required for permit issuance for Agents of the owner or Agents of the licensed contractor.
- ❖ Shopping center or other PUD: written approval by the owner or Management Company representing the owner may be required.
- ❖ Any work (to include placement or installation) performed in or over any portion of the City Right of Way, will require **REVOCABLE ENCROACHMENT PERMIT and STREET USE/EXCAVATION ENCROACHMENT PERMIT**.
- ❖ Scaled drawings required if in a Design Review or Preservation Area.

Drawings must be on substantial paper, no smaller than 8.5" X 11" and no larger than 11" X 17", and must be of sufficient clarity to indicate nature and extent of work to be done. Please submit each of the following in **duplicate**.

B. Site Plan: Best described as "birds-eye" view of the sign site.

- Show occupancy frontage (lineal feet) for attached signs.
- Show length of parcel frontage (lineal feet) for free-standing signs.
- Show location of proposed sign(s).
- **Show location of all existing sign(s) and dimensions of existing signage.**
- Show directional with North arrow.
- Shopping Centers: provide a parcel site plan showing all tenant buildings.
- **Show all applicable zoning setbacks, visibility triangle and/or easements.**

C. Elevations: Best described as how you see the site standing in front of the location.

- Attached signs: Show building elevation dimensions and location (s), proposed signage, height, length, copy, type of sign, fabrication, materials, and type of illumination.
- Detached signs: Show elevations of proposed sign including height, width, length, type of sign, fabrication, materials, illumination; show distances between all ground signage (existing and proposed); **show zoning setbacks** (Visibility triangle on street corners and driveways).

D. Photographs: Provide photographs of building elevations proposed for signage and existing signs to be replaced. (Exception: New buildings and Mall interior signs)

E. Structural/Electrical details:

- Attached signs: Provide attachment details (including mounting hardware size, type, and quantity, spacing and support details).
- Free-standing signs: Provide complete details of footings, foundation and structural support members, connections, including all dimensions and hardware mounting specifications.
- Provide two sets of structural calculations signed by the Engineer or Architect (if applicable).
- Identify field welds (type and size). Special Inspection form may be required for field welds.
- Provide complete U.L. approved electrical details, to include: types of illumination, power source for sign, disconnect switch, volts & amps.