



Development Services Department

**SIGN PERMIT**

**INSTRUCTIONS TO APPLICANT**

The applicant must complete the attached form as prescribed, and attach the following information.

DEPOSIT	\$75.00
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**PROCESSING COSTS:** The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are projected to be sufficient for the processing of applications; however, additional deposits may be required to cover the costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

Separate Fees will be required by Building and Safety. These fees shall be submitted to Building and Safety with Building permit application.

- a) Plot Plan – Four (4) copies of a plot plan shall be submitted (along with an 8 ½” x 11” reproducible copy), which should be drawn neatly and accurately to scale (not smaller than 1 inch equals 100 feet), dimensioned, and should include the following information:
  - 1. All property boundaries and abutting streets.
  - 2. All proposed signs locations on all buildings, structures, fences, walls, and locations on the project site.
  
- b) Elevation – Four (4) copies of elevations, **a minimum of one (1) copy must be in color**, shall be submitted (along with an 8 ½” x 11” reproducible copy), which should be drawn neatly and accurately to scale, dimensioned, and should include the following information:
  - 1. All proposed signs, sign colors, dimensions, total square footage, details, tenant store frontage dimensions, and location.
  
- c) Landlord Approval – One (1) copy of the Plot Plan and one (1) copy of the Elevation shall be submitted with Landlord authorization on each copy.  
**\*Please note that some Centers have adopted Sign Programs as part of their Location and Development Plan\***
  
- d) Compact Disc – All information, including this application, shall be copied onto a compact disc and turned in with the original documents.

## APPLICATION FOR SIGN PERMIT

CASE NO. \_\_\_\_\_ DATE FILED \_\_\_\_\_

Total Fees Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Name of Applicant				Phone	
Company				Fax	
Address				E-mail	
City		State		Zip Code	
Name of Representative				Phone	
Company				Fax	
Address				E-mail	
City		State		Zip Code	

Project Description:

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Project Location:

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Details:    Background color: \_\_\_\_\_    Letter Color: \_\_\_\_\_  
                  Square Footage: \_\_\_\_\_    Illuminated: Yes            No

**BE ADVISED THAT A PERMIT FROM BUILDING AND SAFETY DEPARTMENT IS ALSO REQUIRED FOR SIGN INSTALLATION (ELECTRIC PERMIT REQUIRED IF APPLICABLE).**

**Certification:** I hereby certify that I understand the information regarding deposits for processing costs, information, and requirements referenced in this application and that the information furnished above and in any attached exhibits is true and correct. The property owner further certifies that they are the legal owner of the property and consent to the application.

\_\_\_\_\_  
 Applicant's Signature                      Date

\_\_\_\_\_  
 Property Owner's signature                      Date

\_\_\_\_\_  
 Applicant's Printed Name                      Date

\_\_\_\_\_  
 Property Owner's Printed Name                      Date