

## SIGN PERMIT APPLICATION

*Any building and electrical permits required in conjunction with this application must be obtained from the Building and Safety Division*

### SIGN PERMIT APPLICATION PACKAGE

Applications for a Sign Permit are processed by the Community Development Department. A Sign Permit approval is required prior to the placing, erecting, moving, reconstructing, altering or displaying of any sign within the city except as specifically regulated in the City's sign regulations (Division 5, Section 106-927 of the S.F.M.C.).

A Sign Permit procedure requires the submittal of a set of drawings which describe in detail the type sign(s) proposed, size of sign(s), content, design, and materials of the sign(s), installation details, and details of the location where the proposed sign(s) is/are to be installed. This information is necessary to ensure that all proposed signs meet the criteria of the City's sign guidelines. Most Sign Permit requests require both Planning and Building Department approvals. Applicants are advised to inquire directly with the Community Development Department regarding their requirements and fees.

### APPLICATION PROCEDURES

1. Submit a Sign Permit Application with the required fee (application attached).
2. Submit two (2) sets of plan drawings. Your plans may be reviewed by various individuals or divisions for conformity with applicable codes.
3. All re-submittals shall contain the previously submitted plans with the corrections made by the Community Development Department.

### PLANNING REQUIREMENTS

Sign Permit requirements typically include the following items, or as requested by the Planning Division as needed:

1. Elevation Plan showing information:
  - A. Detailed plan(s), drawn to scale and fully dimensioned, showing all existing permanent signs, indicating where proposed signs are to be installed.
  - B. Main building frontage features should be shown on the elevation plans including locations and sizes, windows, awnings, lighting, etc.
2. Site Plan showing building footprint, proposed sign location(s), and property line boundaries.
3. Sign Details should include detailed information on the type of sign, colors, materials, mounting, details, illumination (if proposed) and size of the sign.
4. Pictures of the structure where sign(s) are proposed may be required.
5. Letter of Authorization signed by the property owner is required prior to accepting the application as being complete.
6. Contractor and/or business owner must be aware that, any holes, glue, or discolored paint from previous sign must be repaired to match the building or background exterior, prior to installing any new signs.

### COMPLETION/ FINAL INSPECTION AND APPROVAL/ ADDITIONAL INFORMATION

Upon Completion and for final inspection and approval, or for further information, please call the Community Development Department at (818) 898-1227 between 8:00 a.m. and 5:00 p.m. Monday through Friday.

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<b>BUSINESS INFORMATION</b>				
SITE ADDRESS				
BUSINESS NAME		TELEPHONE		
BUSINESS OWNER		APPLICATION DATE		
<b>EXISTING AND PROPOSED SIGNAGE</b> <i>This Application must be accompanied by two sets of detailed elevation plan(s) depicting the building and all existing and proposed signage. Elevation and sign measurements must be clearly indicated, as well as all proposed material(s), colors, text, graphics, method of attachment, electrical requirements, and sign locations.</i>				
BUILDING FRONTAGE DIMENSIONS		TOTAL FRONTAGE AREA IN SQUARE FEET		
DESCRIBE ALL EXISTING SIGNS				
DESCRIBE PROPOSED SIGNAGE (QUANTITY, SIZE, MATERIALS, TEXT, GRAPHICS, COLORS, PROPOSED LOCATION, ELECTRICAL/NON-ELECTRICAL, METHOD OF ATTACHMENT)				
<b>CONTRACTOR INFORMATION</b>				
CONTRACTOR BUSINESS NAME		CONTRACTOR LICENSE NO.		
CONTRACTOR ADDRESS				
LICENSE HOLDER		CONTACT PERSON		
TELEPHONE	SIGNATURE		DATE	
<b>FOR OFFICE USE ONLY</b>				
SIGN PERMIT	\$ 398.80	EXISTING SIGNAGE	PLANNING APPROVAL	DATE
AIMS SURCHARGE	\$ 39.88		NEW PROPOSED SIGNAGE	BUILDING & SAFETY APPROVAL
GPU SURCHARGE	\$ 19.94			
<b>TOTAL FEE</b>	<b>\$ 458.62</b>			
PERMIT NO. <b>SP-</b>	TOTAL SIGNAGE	COMMENTS		
AIMS FILE NO.	MAXIMUM ALLOWABLE SIGNAGE			

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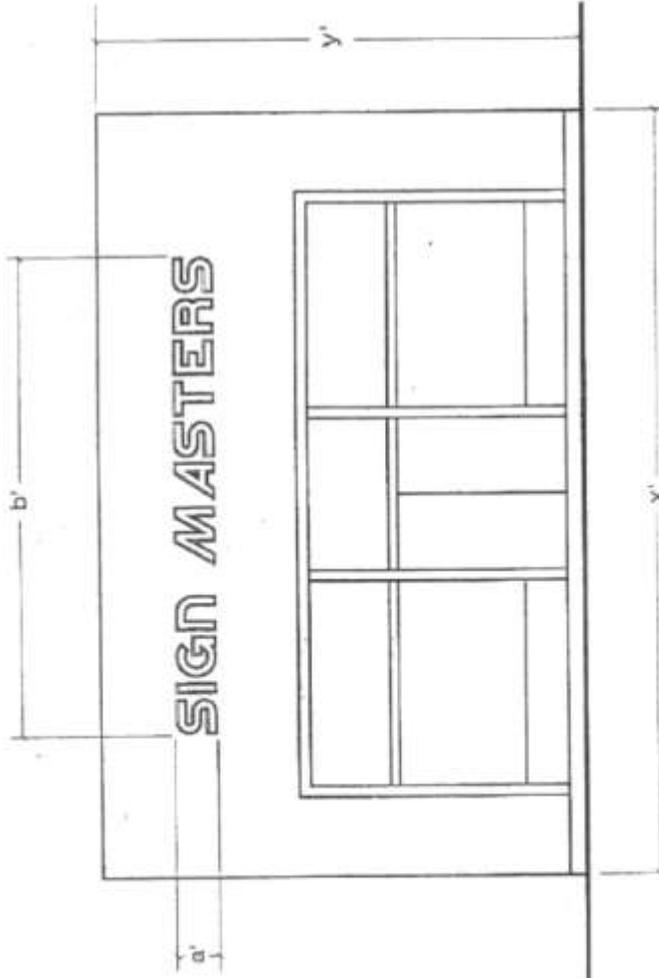
**SAMPLE SIGN PLAN SUBMISSION**

**SUBMISSION REQUIREMENTS:**

Sign Permit Applications must be accompanied by a plan which reflects the information contained in this sample plan. The sample plan should include both proposed and existing signage to be retained; and should accurately depict both the placement and dimensions of all signage on the property.

In addition, the following details must also be provided or indicated on the plan:

1. A legible and accurate representation of all text, typefaces, and graphics incorporated into the sign.
2. Materials used to manufacture the sign.
3. Proposed colors for any backing material, type, graphics, or other sign elements / components.
4. A detail sheet which shows the proposed method of attachment and electrical requirements for each indicated new sign.



Scale: 1/4" = 1'

Front Elevation

Business Address	Square Feet of Building Frontage
Business Name	Square Feet of Proposed Signage
Sign Contractor	Square Feet of Existing Signage