



HOW TO APPLY FOR A SIGN PERMIT

WHEN IS A SIGN PERMIT REQUIRED?

A sign permit is required for most signs. Certain small signs, small window signs and change of copy on existing legal signs do not usually require a permit. Contact a Planner to determine whether your sign will require a permit. (**Caution:** Do not order or install any sign until after you have an approved sign permit.)

WHAT IS ITS PURPOSE?

Signs are regulated by the City to achieve a harmonious and pleasing environment in which to work and reside by ensuring compliance with adopted standards pertaining to size, height, number, location, and design (as well as public safety).

WHAT DOES IT COST?

The application fee is \$330.00. For additional individual tenant signs within a shopping center or industrial complex submitted at the same time as the main permit, the fee is \$128.00 per establishment. A Building Division staff member will determine the need for building and electrical permits and the cost of these permits.

WHO APPROVES A SIGN PERMIT?

A Planner will review and approve nearly all sign permits on behalf of the Planning Director. In some instances, minor variances may be approved

by staff. In certain cases the permit application will be referred to the Planning Commission for a decision where the sign is not acceptably designed, or approval of a variance is necessary, or modification of an approved sign plan approved as part of a site plan review or conditional use permit is requested.

A Building Division staff member will review your permit for conformance to the Uniform Building and Electrical Codes. Building and electrical permits will be issued after Planning Division approval.

WHAT ARE THE STEPS?

1. Contact a Planner to determine the zoning of the parcel where you wish to locate a sign and to discuss the proposal. Refer to the Sign Regulations to determine the allowable sign square footage, location and the number of signs that are permitted.
2. Bring a completed application, filing fee, and three sets of plans to the Planning Division to initiate the process.
3. After discussing with a Planner, a Building Division staff member will determine if you need to apply for a building or electrical permit. If so, fill out necessary permit forms (building/electrical permit).
4. Pay for the permit(s) at the Cashier's Office and return the plans and the white validated application, along with any Building Division

permit applications to the Planner.

5. A Planner will review your application for compliance with the sign regulations and any related permit approval, e.g., site plan review or use permit. If your proposal does not comply with the sign regulations, staff will discuss changes which need to be made to bring your sign into compliance. When your proposal is approved, it will be forwarded to the Building Division for review. (**Caution:** Do not order or install any sign until you have an approved sign permit.)

WHAT MATERIALS DO I SUBMIT?

Submit three sets of plans indicating elevations, plot plan, size, height, setbacks and materials of all signs drawn to scale. (See Summary of Sign Regulations for detail.)

HOW LONG DOES APPROVAL TAKE?

Administrative approval can usually be accomplished the same day. Signs requiring engineering review may take additional time.

WHAT IS INVOLVED IN THE REVIEW PROCESS?

Plans will be reviewed for conformance to the size, height, design, and location requirements for the zoning district where your sign will be located. Your sign permit, a stamped set of plans, and a building/electrical permit, if applicable, will be issued by the Building Division.