

# SIGN PERMIT APPLICATION (CD-P351)

**Submittal Requirements:**

A digital (PDF) set of plans shall be submitted to the Community Development Department, along with this completed application form and a non-refundable application fee. Sign Plans shall illustrate sign type, number, location, size, color and materials, illumination, and construction details for all permanent building-attached and freestanding signage proposed.

Staff-Level Review: \$150 application fee  
 Historic District Commission Review: \$800 application fee  
 (See [Current Fee Schedule](#)).

Please Complete All Applicable Information Below: Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Site Address (including suite number): \_\_\_\_\_

Sign Content: \_\_\_\_\_ Property Owner/Landlord Signature: \_\_\_\_\_

Length of Primary Tenant Frontage: \_\_\_\_\_ Date: \_\_\_\_\_

List All Existing Signage (type and square footage):

Type of Building Sign(s): \_\_\_\_\_ Type of Freestanding Sign(s): \_\_\_\_\_

Sign Location(s): \_\_\_\_\_ Sign Location(s): \_\_\_\_\_

Square Footage of Sign(s): \_\_\_\_\_ Square Footage of Sign(s): \_\_\_\_\_

Letter Height(s): \_\_\_\_\_ Sign Height: \_\_\_\_\_

Color and Materials: \_\_\_\_\_ Color and Materials: \_\_\_\_\_

Type of Illumination: \_\_\_\_\_ Type of Illumination: \_\_\_\_\_

Sign Permit Number: \_\_\_\_\_ Building Permit Number: \_\_\_\_\_

Planning Division Approval: \_\_\_\_\_ Date: \_\_\_\_\_

L&L District Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Sign Permit Conditions:**

1. Prior to installation of any sign(s), a building permit for the sign(s) shall be obtained from the Building Division.
2. Signage shall be installed per the stamped-approved plans.
3. This sign permit shall become null and void if installation of the sign is not commenced within six (6) months from the approval date above.
4. Each sign shall have a specified sticker issued by the Building Division, which identifies the City-issued permit number, placed visibly on the frame or outer perimeter of the sign.