



Planner:	
Planning File #:	
Permit System #:	

SIGN PERMIT APPLICATION (SP)

Prior to the installation of any sign, a Sign Permit from the Planning Division and a Building Permit from the Building Division are required.

A request for a Sign Permit is reviewed by the Planning Division to determine conformance with the City's Sign Ordinance and approved Planned Sign Permit Program (if applicable). This determination can sometimes be completed over-the-counter, but could require up to ten (10) working days, depending on the nature of the request and the number of similar requests before the City. Freestanding signs in driveway medians also require review and approval from the Fire Department. After the Planning Division has reviewed and approved the Sign Permit request, the information is forwarded to the Building Division. A Building Permit is required for electrical and/or structural requirements as well as for inspections of the sign.

Applications shall be reviewed for compliance with the submittal requirements. **Applications submitted without the required information listed below are not required to be accepted for processing. Applications will not be accepted for processing signs that have already been erected.**

Application Submittal Requirements: **NOTE: All exhibits larger than 8 1/2" x 11" must be FOLDED prior to submittal.**

- A) Required processing fee: **(Additional Building Permit fee is required before issuance of the Building Permit.)**
- B) Name of Shopping Center, Subdivision or Project: _____
Name of Tenant: _____
- C) Address where sign(s) is(are) to be located: _____
- D) Project Description (3 wall signs; 1 monument sign, etc.): _____
- E) Three (3) copies of a Sign Plan drawn to scale indicating:
 - ___ Dimensions of sign(s) - height, width, area
 - ___ Materials and colors
- F) Three (3) copies of a Site Plan drawn to scale (engineers scale- no smaller than 1" = 40') indicating:
 - ___ Project name, north arrow, scale and vicinity map
 - ___ Property lines, building location(s) and setbacks, location of adjacent buildings (if applicable)
 - ___ Building and street dimensions, building and property entrances
 - ___ Location of proposed and existing signs
 - ___ Elevation at base of sign and adjacent street elevation (freestanding signs only)
- G) Three (3) copies of a Building Elevation Plan drawn to scale (wall signs only) indicating:
 - ___ Location of proposed and existing signs, labeling each elevation (east, west,...)
- H) Encroachment Permit from Engineering (for projecting signs in the Downtown, Old Town and Riverside Avenue areas)
- I) Two (2) copies of a footing detail, detail showing attachment to structure, an electrical detail and engineering calculations (if applicable)

PROPERTY OWNER (PRINT OR TYPE) Name _____ Address _____ City _____ State _____ Zipcode _____	ORIGINAL SIGNATURES REQUIRED Signature _____ Date _____ Daytime Phone _____
APPLICANT (PRINT OR TYPE) Company Name _____ Address _____ City _____ State _____ Zipcode _____	ORIGINAL SIGNATURES REQUIRED Name _____ Signature _____ Date _____ Daytime Phone _____ Email _____

If you have any questions, please call the Planning Division at (916) 774-5276 (California Relay Service 1-800-735-2929) or staff is available from 8:00 AM to 5:00 PM at 311 Vernon Street, Roseville, CA 95678.

FOR STAFF USE ONLY	
Planning Approval Date & Initials _____	Building Division Approval Date & Initials _____