Planner:	
Planning File #:	
Permit System #:	

SIGN PERMIT APPLICATION (SP)

PRIOR TO THE INSTALLATION OF ANY SIGN, A SIGN PERMIT FROM THE PLANNING DEPARTMENT AND A BUILDING PERMIT FROM THE BUILDING DIVISION ARE REQUIRED.

A request for a Sign Permit is reviewed by the Planning Department to determine conformance with the City's Sign Ordinance and approved Planned Sign Permit Program (if applicable). The Planning Department's processing time is normally ten (10) working days; however, it is dependent upon 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 Department has reviewed and approved the Sign Permit request, the information will be forwarded to the Building Division. A Building Permit is required for electrical and/or structural requirements as well as for inspections of the sign. Upon approval from Planning Department and the Building Division, a building division representative will contact the applicant when the sign and building permits are ready to be picked up.

APPLICATION SUBMITTAL REQUIREMENTS ***Please note: Sign Permit applications will not be accepted for processing signs that have already been erected.*** ***ORIGINAL SIGNATURES ARE REQUIRED***

All applications *must* be completed as listed below, to the satisfaction of Planning & Redevelopment before being accepted for processing.

NOTE: No exhibits larger than 11" x 17" and must be FOLDED prior to submittal.

A) Required processing fee: (***An additional Building Permit/Plan Check/Inspection fee is required by the Building Division at issuance of your 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 indicating:
- ___ Property lines, building location(s) and setbacks
- ___ Location of proposed and existing signs
- ___ Building and street dimensions and building and property entrances
- ___ Location of adjacent buildings (if applicable)
- ___ Vicinity map, project name and north arrow
- ___ 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)	**ORIGINAL SIGNATURES REQUIRED**
Name _____	**Signature** _____ **Date**_____
Address_____	**Daytime Phone**_____
City _____	**Email** _____
State _____ **Zipcode**_____	

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

If you have any questions, please call the Planning Department 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 _____ Sign Sticker Number(s) _____