



# Sign Permit Application Checklist

A sign permit is required for any new sign, face change, or sign relocation. Current business license is required.

## **SUBMITTAL REQUIREMENTS**

The following information is required in order to submit a Sign Permit application to the Planning Division. All signs are required to comply with the Downey Municipal Code and any adopted Planned Sign Program for the site. Be advised, a Planned Sign Program may be required prior to the City processing an individual sign permit. Please check with a Planner to determine if a Planned Sign Program is required. Planners are available Monday through Friday 7:30 a.m. to 5:30 p.m. at the Planning Counter, City Hall 1<sup>st</sup> Floor, 11111 Brookshire Ave, Downey, CA 90241.

- Completed Sign Permit Application (attached).**
- Three (3) copies of Site Plan,** which shall not exceed 11"x17" size paper, fully dimensioned to Engineer's or Architect's scale. Site Plans shall include:
  - The location and dimensions of all property lines.
  - The location and dimensions of all buildings on site. This shall also denote the location and dimensions of the tenant space.
  - The location of all existing and proposed signs, including but not limited to, wall signs, monument signs, and freestanding signs.
  - North arrow.
- Three (3) color copies of Building Elevations (for proposed wall signs only),** which shall not exceed 11"x17" size paper, fully dimensioned to Engineer's or Architect's scale. Color photograph with sign(s) superimposed may be submitted in lieu of drawings. Building Elevations shall include:
  - Orientation of elevation (i.e. North, East, South, or West).
  - Exterior building colors and materials.
  - Dimensioned building frontage for the business.
  - Proposed wall sign(s), with dimensions.
- Three (3) color copies of Proposed Sign(s),** which shall not exceed 11"x17" size paper, fully dimensioned to Engineer's or Architect's scale. Proposed Sign(s) shall include:
  - Material(s) to be used for the sign(s).
  - Installation details.
  - Lighting details.
  - Dimensions of sign(s).
- Filing Fee.**
  - \$50 for face change to existing sign cabinet
  - \$150 for all other signs

**NOTE: After Planning Division approval, a separate permit from the Building Division must be obtained before installing proposed sign(s).**

City of Downey - Community Development Department - Planning Division

11111 Brookshire Ave , Downey, CA 90241 - Phone (562) 904-7154 - Fax (562) 622-4816

Case No: \_\_\_\_\_



# Sign Permit Application

City of Downey - Community Development Department - Planning Division

## **A** Project Information

Property Address \_\_\_\_\_

Assessor Identification Number(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Please list all existing and proposed signs for the business in the table below.

New	Existing	Type of Sign (e.g. wall, monument, etc.)	Size (Square Footage)
Total Square Footage of Signs for Business			

## **B** Applicant Information

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

*I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct.*

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_