

# SIGN PERMIT

## APPLICANT'S GUIDE TO PROCEDURES

1. Contact Planning & Building Services for information on applicable sign requirements.
2. Complete a "Sign Permit Application", obtained from Planning & Building Services.
3. Submit the completed application to Planning & Building Services, along with drawings showing the following information, to scale, on paper no smaller than 8 1/2" x 11", and no larger than 11" x 17".

### A. SITE PLAN

- 1. Property lines and dimensions (necessary only for free-standing signs or signs projecting at an angle from a building)
- 2. Street locations and names
- 3. Building location and dimensions
- 4. Location of existing and proposed free-standing and projecting signs, where applicable

### B. ELEVATION

- 1. Building frontage dimensions
- 2. Total square feet of building frontage, including roof and gable area
- 3. Location, dimension and total square footage of existing signs which will remain and of proposed new signs

### C. CONSTRUCTION

Information and drawings including materials, the method of attachment to posts or other structures, types of fasteners, anchorage and lighting.

4. Pay the filing fee set forth in Planning & Building Services' fee schedule (attached).
5. Signs in SPECIAL PLAN DISTRICTS may require committee review and additional drawings.
6. Upon approval, Planning & Building Services will issue a "Permit to Locate".
7. "Permit to Locate", construction plans, and application are then to be submitted to the Building Department. When the plans have been structurally approved, a "Permit to Construct" will be issued by the Building Department, with the fee being based upon the valuation of the new sign(s).

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## EXAMPLES OF REQUIRED DRAWINGS

**COUNTY OF PLUMAS**  
**SIGN PERMIT APPLICATION**

1. Name of Business: \_\_\_\_\_

2. Type of Business: \_\_\_\_\_

3. Street Address: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

5. Assessor Parcel Number: \_\_\_\_\_

6. Telephone Number: \_\_\_\_\_

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7. Business Operator: \_\_\_\_\_

8. Mailing Address: \_\_\_\_\_

9. Telephone Number: Office \_\_\_\_\_ Home \_\_\_\_\_

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10. Property Owner: \_\_\_\_\_

11. Mailing Address: \_\_\_\_\_

12. Telephone Number: Office \_\_\_\_\_ Home \_\_\_\_\_

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13. Contractor: \_\_\_\_\_ License # \_\_\_\_\_

14. Mailing Address \_\_\_\_\_

15. Telephone Number: Office \_\_\_\_\_ Home \_\_\_\_\_

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16. Type of sign:

Business	_____	Construction	_____	Nameplate	_____
Community Identification	_____	Home Business	_____	Promotional	_____
Community Organization	_____	Home Industry	_____	Real Estate	_____
				Subdivision	_____

17. Will there be materials or products (waste) as a result of the activity contemplated by this application?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to the above question is yes, do you have an agreement with your local franchisee for the disposition of these materials or products?  
Yes \_\_\_\_\_ No \_\_\_\_\_

18. FOR ALL ADVERTISING DISPLAYS LOCATED WITHIN VIEW OF ALL PUBLIC ROADS IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT CAL-TRANS AT THE FOLLOWING ADDRESS TO DETERMINE STATE PERMIT REQUIREMENTS:

STATE OF CALIFORNIA-DEPARTMENT OF TRANSPORTATION  
OUTDOOR ADVERTISING BRANCH  
P.O. BOX 942874, 1120 N STREET  
SACRAMENTO, CA 94274-0001

(916) 654-4790

19. Signature (s) \_\_\_\_\_ Date \_\_\_\_\_  
Property Owner

\_\_\_\_\_ Date \_\_\_\_\_  
Business Operator

=====Office Use=====

Permit Fee \_\_\_\_\_ Rec. # \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Ownership Verified By: \_\_\_\_\_ Date \_\_\_\_\_

Size of Sign(s) \_\_\_\_\_  
(square feet)

Building Frontage \_\_\_\_\_ Allowable sign area \_\_\_\_\_  
(square feet)

Area of any existing signs \_\_\_\_\_ Unused sign area \_\_\_\_\_

Historic area review, completed \_\_\_\_\_ Conditions \_\_\_\_\_

Permit issued by:

\_\_\_\_\_