



Planning and Building Agency
 Planning Division
 20 Civic Center Plaza
 P.O. Box 1988 (M-20)
 Santa Ana, CA 92702
 (714) 647-5804
 www.santa-ana.org

APPLICATION FOR SIGN PERMIT

BUSINESS INFORMATION

Name: _____

Street Address: _____ Suite/Unit: _____

CONTACT INFORMATION

Name: _____

Address: _____

Telephone: _____ Fax: _____

PROPOSED SIGNAGE (Quantity and Size):

1. Wall/Canopy: _____
2. Freestanding: _____ Height: _____
3. Other Signage: _____

SUBMITTAL CHECKLIST

1. Approved Certificate of Occupancy.
2. Approved Planned Sign Program.
3. Photographs of proposed sign location(s) and existing signage (wall/monument sign).
4. If applicable, is freestanding sign nonconforming.
5. Completed sign, building, and electrical permit applications.
6. Four (4) complete sets of plans (monument signs require two sets of engineered stamped calculations).
7. Property owners/property manager stamp of approval on plans.
8. Required Sign Permit Review Fee.
9. Project name/address and applicant name on plans and copies.
10. Fully dimensioned and scaled site plan and elevations.

FOR OFFICE USE ONLY

Date filed: _____

Approved by: _____

SIGN PERMIT NO. _____

APPROVE DENY