



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 AND CHECKLIST

Name of Business: _____

Project Address: _____ Zone: _____

Applicant Name (Print): _____ Phone No.: _____

Mailing Address: _____

Applicant's Signature: _____ Date: _____

Suite Width: _____ Elevation Height: _____

Proposed Signage (Quantity and Size):

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

Existing Signage (Quantity and Size):

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

Note: Building Safety Division requires a \$200 refundable bond per application.

SIGN PROGRAM YES NO

1st Review Date: _____ Planner: _____ 2nd Review: _____ Planner: _____

Comments: _____

Inspector: _____

Inspector's Comments: _____

SIGN PERMIT NO. _____

APPROVE DENY

Dear Applicant:

Please refer to this checklist as a guide to preparing your Sign Permit Application. The Planning Division will not accept any incomplete sign applications. Please note that your review fee is due upon initial submittal and that if after your second resubmittal the Planning Division deems your application incomplete, your proposal will be denied and a new application with appropriate fees will be required.

CHECK IF COMPLETED (BY STAFF)

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * 1. Approved Certificate of Occupancy. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Approved Planned Sign Program. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Photographs of proposed sign location(s) and existing signage (wall/monument sign). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. If applicable, is freestanding sign nonconforming. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Completed sign, building, and electrical permit applications. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Four (4) complete sets of plans (monument signs require two sets of engineered stamped calculations). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * 7. Property owners/property manager stamp of approval on plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * 8. Required Sign Permit Review Fee |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * 9. Project name/address and applicant name on plans and copies. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Fully dimensioned and scaled plans, consisting of the following: |
| | | | * A. PLOT PLAN INDICATING: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1) • All property lines and building setbacks dimensioned. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | • All existing building(s). |
| | | | • All streets, parking areas, driveways, etc. |
| | | | * • All proposed signage locations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2) If a monument sign is proposed, the plans must include the dimensions of the landscape areas on all four sides of the proposed sign and applicable sight triangle (if at a corner, a 25' setback is required; at driveways, a 15' setback is required). |
| | | | * B. BUILDING ELEVATIONS INDICATING: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1) Building height. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2) Suite width. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3) Location and dimension of doors and windows. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4) Identify storefront entrance location. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5) Roof/architectural treatments, parapet walls, fascias, canopies, roof line level and color of exterior materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * 6) Proposed signage location with the dimension of the signable area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7) Dimension distances from signage to end of suite and from top of sign to ground level. |
| | | | C. SIGN DESIGN, DETAILS AND MATERIALS SPECIFICATIONS: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1) Color of proposed signage, including color number (copy, background, trim caps and returns). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2) Letter height, sign length and depth. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3) Letter style. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4) Identify illuminated or non-illuminated. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5) Logo color and dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6) Type of material. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * D. METHOD OF ATTACHMENT AND WALL CONSTRUCTION TYPE. |

NOTE: For Special Event Permits, submit only those items identified with an asterisk.