



SIGN PERMIT SUPPLEMENTAL INFORMATION WORKSHEET

Community Development Department • 919 Palm Street • San Luis Obispo, California 93401 • (805) 781-7170

INSTRUCTIONS:

Sign permits are issued by the Building Division of the City's Community Development Department. To get a sign permit, you should submit a completed Construction Permit application, Supplemental Information Worksheet, three sets of construction plans and specifications, and fees to the Community Development Department. Planning and Building staff will use this information to determine if your sign meets the City's Sign Regulations and whether any other planning approvals are required. Incomplete or inaccurate permit applications may delay your sign permit. The permit must be signed by the property owner, licensed contractor, or authorized agent.

IF YOU NEED HELP:

For additional information about sign permits and how to get them, call or visit the Community Development Department. There you'll find brochures which describe the City's Sign Regulations and Architectural Review Guidelines, and City staff are available at the public counter to explain the regulations and the steps you must take to get a permit. There, planning staff can also help you with question on zoning, sign regulations, and architectural review. Our building staff can explain building code requirements, inspections, and other building matters.

A. Property Description/Planning Information:

- 1. Property Address: _____
- 2. Assessor's Parcel Number _____
- 3. Zoning _____
- 4. Building Setbacks: Street yard _____ Other _____
- 5. Are you requesting any other City development approvals? If so, what? _____

- 6. Does your property or business have a city-approved sign program? If so, briefly describe or attach a description. _____

- 4. Sign Dimensions
Height _____ Length _____ Depth _____
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Height _____ Length _____ Depth _____
- 5. Distance from adjacent ground to top of sign _____
- 6. Materials _____
- 7. Colors _____
- 8. Illuminated? If so, briefly describe lighting method _____

- 9. Special Features _____

B. Sign Proposal:

- 1. Type of Sign(s) (wall, window, awning, monument, suspended, pole, or other) _____

- 2. Sign Location _____
- 3. Sign Setback from Property Line _____

- 10. Value of New Sign(s) _____

D. Total Signage Proposed:

- 1. Area of Proposed Sign(s) _____
- 2. Area of Existing Sign(s) _____
- 3. Total area of Signs (add 1 and 2) _____
- 4. Total area allowed by Sign Regulations _____

SIGN CONFORMS WITH CITY SIGN REGULATIONS

Community Development Department Date

Is a Planning inspection required? YES NO Special Planning approvals required? YES NO

Comments: _____
