



# SIGN INSTALLATION PERMIT APPLICATION

**DATE:** \_\_\_\_\_ **PERMIT NO.:** \_\_\_\_\_

SIGN CONTRACTOR NAME: \_\_\_\_\_ Phone No. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTOR'S LICENSE NUMBER: \_\_\_\_\_

LICENSE HOLDER SIGNATURE: \_\_\_\_\_

ADDRESS/LOCATION OF SIGN: \_\_\_\_\_

### SIGN TYPE CODES:

**Existing:** E1 – Ground E2 – Roof E3 – Wall E4 – Projecting E5 – Marquee

**New:** N1 – Ground N2 – Roof N3 – Wall N4 – Projecting N5 – Marquee

SIGN	A	B	C	D	E	F
SIGN TYPE						
MAX. HEIGHT						
WIDTH (FT/IN)						
HEIGHT (FT/IN)						
NUMBER FACES						
NUMBER POLES						
<b>*LISTING INFO</b>						
<b>ILLUMINATED**</b>						

**\*LISTING INFO\* APPLICANT MUST PROVIDE AGENCY AND LISTING NUMBER**

**\*\*ILLUMINATED\*\* YES OR NO ONLY; "YES" ANSWERS REQUIRE A SEPARATE ELECTRICAL PERMIT BY A LICENSED AND REGISTERED ELECTRICAL CONTRACTOR OR SIGN ELECTRICAL CONTRACTOR.**

SIGN OPERATOR / OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

### AFFIDAVIT FOR SIGN OWNER

THE GRANTING OF THIS PERMIT DOES NOT CONSTITUTE A DETERMINATION THAT THE PROPOSED CONSTRUCTION WILL OR WILL NOT VIOLATE ANY DEED RESTRICTION OR COVENANT APPLICABLE TO THE PROPERTY UPON WHICH THE CONSTRUCTION TAKES PLACE NOR DOES IT AUTHORIZE ANY SUCH VIOLATION. ADDITIONALLY, I CERTIFY THAT THE CONSTRUCTION / INSTALLATION OF THIS SIGN IS IN COMPLIANCE WITH RELATIVE REQUIREMENTS OF THE CITY OF PASADENA CODE OF ORDINANCES.

I, \_\_\_\_\_ (PLEASE PRINT) AS OWNER OR AS AGENT FOR THIS PROPERTY CERTIFY THAT I HAVE REVIEWED ALL THE COVENANTS AND RESTRICTIONS APPLICABLE TO THIS LOCATION. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS OF THIS NOTICE.

**SIGNATURE OF SIGN OWNER:** \_\_\_\_\_ **DATE** \_\_\_\_\_

### **Below for Permit Department Office and Staff Use Only**

SITE INSPECTION FEE: <b>\$50.00</b>	SITE INSPECTION DATE:	Comments _____ Sign Faces    Expiration: _____
CONSTRUCTION PERMIT FEE: <b>\$25.00</b>	APPROVED      REJECTED  Date _____	
APPLICATION FEE: <b>\$10.00</b>	TOTAL FEE:	SIGN INSPECTOR SIGNATURE:
SIGN REMOVAL FEE: <b>\$10.00    \$50.00</b>		

***APPLICATIONS MUST HAVE DETAILED PLOT PLAN INCLUDED PLUS TWO DRAWINGS: HAVE SITE LOCATION MARKED AND/OR STAKED. ALL FOUNDATIONS MUST BE INSPECTED PRIOR TO SETTING CONCRETE.***

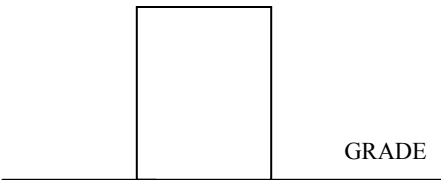
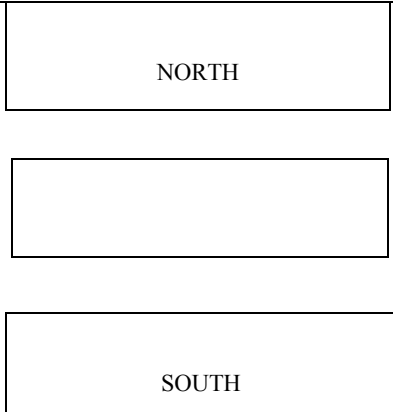
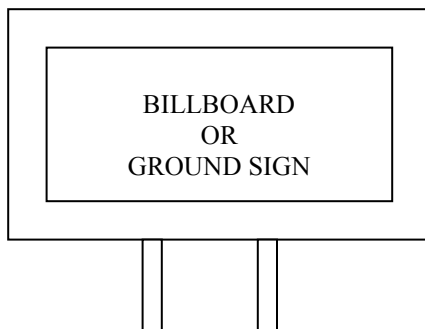
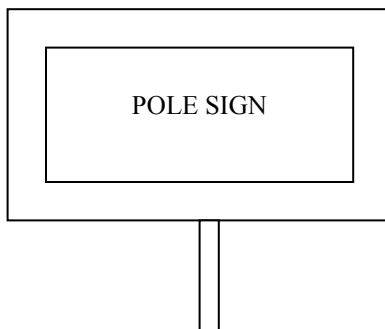
**For Pylon or Monument Signs – Provide:**

- ① 1. Site plan drawn to scale showing ***all*** the following:  
All property lines; all existing building footprint and parking lots; all right-of-way frontages; location of all existing freestanding signs and distance between existing and proposed; location of proposed sign.
- ① 2. Structural design of sign in compliance with City Building Code (new structure only).
- ① 3. Electrical design criteria in compliance with City Electrical Code (if electrical required).
- ① 4. Drawing of sign with dimensions in elevation view.
- ① 5. Landscaping around sign per City Ordinance in elevation and plan views.
- ① 6. Company or person responsible for landscaping.

NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

**For Wall Signs – Provide:**

- ① 1. Site plan showing all existing building footprints and parking lots.
- ① 2. Elevation drawing showing wall, roof line, sign detail and sign location.

<p>WALL, ROOF, CANOPY, PROJECTION</p>  <p style="text-align: right;">GRADE</p>	 <p style="text-align: center;">NORTH</p> <p style="text-align: center;">SOUTH</p>
 <p style="text-align: center;">BILLBOARD OR GROUND SIGN</p> <p style="text-align: right;">GRADE</p>	 <p style="text-align: center;">POLE SIGN</p> <p style="text-align: right;">GRADE</p>