

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

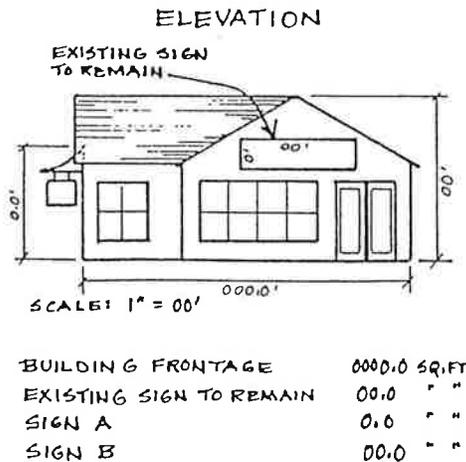
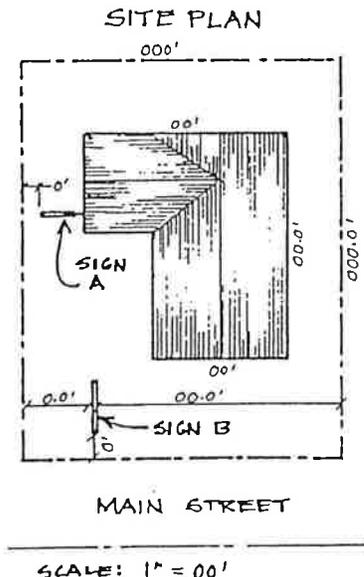
- 1. Building frontage dimensions
- 2. Total square feet of building frontage, including roof and gable area
- 3. Location, dimension and total square footage of existing signs which will remain and of proposed new signs

C. CONSTRUCTION

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

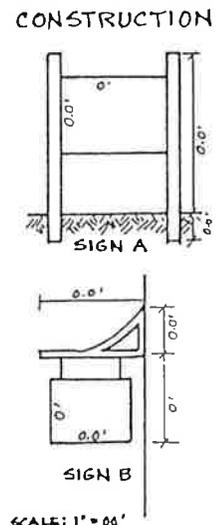
4. Pay the filing fee set forth in Planning & Building Services' fee schedule (attached).
5. Signs in SPECIAL PLAN DISTRICTS may require committee review and additional drawings.
6. Upon approval, Planning & Building Services will issue a "Permit to Locate".
7. "Permit to Locate", construction plans, 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).

EXAMPLES OF REQUIRED DRAWINGS



INCLUDE ON EACH SHEET:

Name of business
Street address
Community



Include information listed under "CONSTRUCTION" above

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: _____
-
-

7. Business Operator: _____
8. Mailing Address: _____
9. Telephone Number: Office _____ Home _____
-
-

10. Property Owner: _____
11. Mailing Address: _____
12. Telephone Number: Office _____ Home _____
-
-

13. Contractor: _____ License # _____
14. Mailing Address _____
15. Telephone Number: Office _____ Home _____
-
-

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:
