



Community Development Department
11 English Street
Petaluma, CA 94952
http://cityofpetaluma.net

Building Division
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SIGN CHECKLIST AND INVENTORY
PLEASE COMPLETE THIS FORM FOR EACH SIGN:

1. Type of sign: (circle one that best describes)
- A. Wall
 - B. Projecting
 - C. Freestanding
 - D. Roof
 - E. Other (please describe)
- _____
- _____

2. Building frontage:
- A. Total frontage of building in feet:

 - B. If corner lot: secondary frontage in feet:

 - C. How will the sign be attached? (brief description)

3. Sign description:
- A. What is the total square footage of the PROPOSED sign:

 - B. Sign face(s) (circle one that best describes):
 - 1. Single
 - 2. Double
 - C. Illumination: (circle one)
 - 1. Internal
 - 2. External
 - 3. Not illuminated
 - D. Approximate weight on sign (lbs.)

 - E. D = Depth of sign: _____
 - F. H = Height of sign: _____
 - G. L = Length of sign: _____



- H. Color of sign:
 - 1. Copy color: _____
 - 2. Background color: _____
4. If projecting sign, answer the following questions:
- A. Projecting into the right-of-way HORIZONTAL in feet: _____
 - B. Projecting into the right-of-way VERTICAL in feet:

5. If freestanding sign give following distances (that are applicable):
- A. From building: _____
 - B. From sidewalk: _____
 - C. From face of curb: _____
 - D. From property line: _____
6. What is the total square footage of any **EXISTING** sign(s) on the property, including **ALL** tenant signs?

7. What will be the new combined square footage of **ALL** signs on the property?

8. Is this property in a designated historic district? Select one:
 _____ Yes _____ No
 If yes, please see historic guidelines for the applicable district:
 A Street Historic District, Oakhill Brewster Historic District
 Historic Commercial District

ITEMS NEEDED FOR SIGN PERMIT APPLICATION:

1. **Three (3) COLOR** drawings of the plans and specifications including method of construction and attachment to the building or ground, and/or drawings appropriate for installation. Show locations of all PROPOSED and EXISTING sign(s) on plot plans or elevation drawings. Dimension from sign to property lines (free standing, pole mount).
2. Submit Certificate of Compliance form NRCC-LTS-01-E, if applicable, showing how the sign meets the requirements of CEC sections 130.3 and 140.8.
3. **Written** consent of the owner of the building, structure, or land on which the sign is to be erected.
4. Name of person, firm, corporation, or association erecting the sign. _____
5. If Business is within a shopping center, please state the name of the center:

Signature: _____ Date: _____
 (same as signature at bottom of permit application)

Other pertinent information (i.e. sign copy):
