



**Community Development Department**  
11 English Street  
Petaluma, CA 94952  
<http://cityofpetaluma.org>

Building Division  
Phone: (707) 778-4301  
To schedule inspections: (707) 778-4479  
Email: [building@cityofpetaluma.org](mailto:building@cityofpetaluma.org)

Online Permit Portal Link: <https://petalumaca-energovweb.tylerhost.net/apps/SelfService#/home>

**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. **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):  
\_\_\_\_\_