



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

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** drawing 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 CEC NRCC-LTS-E, if applicable, showing how the sign meets the requirements of CEnC sections 130.3(a) Controls for Sign Lighting and 140.8 Prescriptive Requirements for Signs.
- 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):
