



377 J STREET CRESCENT CITY, CALIFORNIA 95531-4025

Administration/Finance: 707-464-7483

Public Works/Planning: 707-464-9506

Utilities: 707-464-6517

FAX: 707-465-4405

SIGN PERMIT APPLICATION

APN Number: _____

Property Owner Name: _____

Phone Number: _____

Address: _____

Fax Number: _____

Business Owner Name: _____

Phone Number: _____

Address: _____

Fax Number: _____

Contractors Name: _____

Phone Number: _____

License Number: _____

Total Value: _____

Types of Signs – Indicate all types and size of each.

Wall mounted _____ Pole (free standing) _____ Revolving _____

Canopy/Awning _____ Hanging _____ Ground/Monument _____

Marquee _____ Projecting _____ Banners _____

Proposed Pole Sign Height _____

Proposed Sign to be electrical (lights) **yes or no:** _____

Square Feet of
each Proposed
sign

Total Square feet
of all Proposed
signs

Total Square feet
of all existing
signs on parcel

Total Square feet
of all NEW and
EXISTING signs

Attach three (3) copies of plans/drawings of Proposed sign(s). A site plan showing sign location on property is required.

Applicant's Signature _____

Date _____

To be completed by City staff

Zoning: _____	Permit #: _____	Fee _____
Planning Department: _____	Building Department: _____	

Sign Permit Application Instructions

1. The application must be filled out as complete as possible to assure prompt processing. Omitted or incorrect information may result in a delay scheduling the project review or the application and drawing(s) may be returned to you for additional work.
2. The value (labor / material / or contractor quote) of the sign(s) must be included.
3. The amount and types of signage allowed are based on zoning and linear feet of frontage. Contact the Planning Department to determine amount and types of allowed signage.
4. List the dimensional size and type of any existing signage at the location.
5. A Site Plan must be included and show the location of any existing signage plus the proposed location of new sign(s). The drawings/plans are to be completely and clearly dimensioned.
6. The material used in the Sign(s) and any supporting structure to be listed on drawings/plans.
7. A message or pictorial representation of the information intended to be displayed on the sign(s) must accompany the permit application.
8. Any electrical or lighted sign(s) will require an electrical permit. The sign permit will not be issued until the electrical permit has been secured.
9. The fee for the Sign Permit will be determined after review of the application and the drawings/plans.

Permits will be issued within 30 days of submittal. Conditions of approval may be attached.

Sign(s) requiring a building permit are also subject to inspection by the Building Official.

Applications will be reviewed and approved by the Building Official and the Planning Department.

If you need assistance or if you have questions, call 707-464-9506

Sign Matrix of Regulations
(Ref. Municipal Code 17.39)

	Single Family Res. Zones (R1, R1B, CZR1, CZR1B)	Multi-Family Res. Zones (R2, CZR2, R3)	Apts of 4 or more units (R3)	Residential Professional Zone (RP, CZRP)	Limited Com.& Com. Water (C1, CW, CZC1,CZCW)	General Com & Hwy Services (C2, CZC2, HS, CZHS)	Commercial Manufacturing CM	Coastal Zone Harbor Related (CZHR)	Bed & Breakfast Est.
Size Regulations									
Nameplates, 2 sq ft of sign area, nonilluminated	X	X	X	X					X
1/2 sq ft of sign area for each linear foot for frontage				X					
sq ft of sign area for each ft of frontage for multiple frontages	X	X	X	X					
1 sq ft of sign area for each linear ft of frontage					X				
1 sq ft of sign area for each linear ft of frontage plus 1/2 sq ft of sign area for each ft of frontage of multiple frontages					X				
1 & 1/2 sq ft of sign area for each linear ft of frontage						X	X	X	
Projecting sign extending not more than 36 inches from building					X	X	X	X	
One sign not to exceed 20 sq ft in area									X
Maximum sign area 100 sq ft per face					X				
Maximum sign area 150 sq ft per face						X			
Construction signs not to exceed 32 sq ft in area					X	X	X	X	
Construction signs not to exceed 9 sq ft in area	X	X	X	X					X
Real Estate signs not to exceed 9 sq ft in area and 3 1/2 ft in height	X	X	X	X	X	X	X	X	X
Height Regulations									
30 foot maximum to top of pole sign						X	X	X	
14 ft minimum to bottom of pole sign in a vehicular area						X	X	X	
10 ft minimum to bottom of pole sign in a pedestrian area						X	X	X	
Ground or monument sign not to exceed 5 ft in height and 20 sq ft in area									X
Ground or monument sign not to exceed 5 ft in height and 24 sq ft in area			X						
Ground or monument sign not to exceed 5 ft in height				X	X				
Ground or monument sign not to exceed 10 ft in height						X	X	X	

Sign Matrix of Regulations
(Ref. Municipal Code 17.39)

	Single Family Res. Zones (R1, R1B, CZR1, CZR1B)	Multi-Family Res. Zones (R2, CZR2,R3)	Apts of 4 or more units (R3)	Residential Professional Zone (RP, CZRP)	Limited Com.& Com. Water (C1, CW, CZC1,CZCW)	General Com & Hwy Services (C2, CZC2, HS, CZHS)	Commercial Manufacturing CM	Coastal Zone Harbor Related (CZHR)	Bed & Breakfast Est.
Location Regulations:									
One Pole sign per parcel						X	X	X	
Sign Type Regulations									
Wall sign				X	X	X	X	X	
Awning or canopy signs				X	X	X	X	X	
Marquee signs					X	X	X	X	
Monument or ground signs			X	X	X	X	X	X	
Hanging signs					X	X	X	X	
Projecting signs					X	X	X	X	
Window signs				X	X	X	X	X	
Changeable copy signs						X	X	X	
Pole signs						X	X	X	
Banners						X	X	X	
Nameplate signs	X	X		X	X	X	X	X	X
Illuminated signs					X	X	X	X	