



www.cityofvallejo.net

Central Permit Center · 555 Santa Clara Street · Vallejo · CA · 94590

Business License

707.648.4357

Building

707.648.4374

Planning

707.648.4326

Public Works/Engineering

707.651.7151

SIGN PERMIT

What is a Sign Permit?

A Sign Permit is required for all new, relocated, temporary signs or banners lasting longer than 30 days, altered signs such as face changes, painted windows, wall signs and non-illuminated signs that are visible from a public right-of-way.

How much sign area is allowed?

Business are allowed a maximum area calculated by multiplying the length of the building frontage by a factor of 1.0 or 1.5 feet, depending on the zoning district. Please work with a Planner or refer to the City of Vallejo's website to determine the Zoning District. Online zoning information can be found at <http://gis.zoomprospector.com/client/Vallejo/>. The sign code is found in Chapter 16.64 of the Vallejo Municipal Code. Please work with a Planner to determine what types of signs are allowed for your business and whether the property is subject to a Master Sign Program.

Non-Permitted Signs

The following signs shall not be permitted: Digital/Electronic signs which flash, move, revolve, and make noise, signs which by color, wording, design, or illumination will conflict with traffic or pedestrians, flags, banners pennants, signs that illumination exceeds ten candlepower, American flags used for advertising and portable or "A" frame signs.

What are the steps in the process?

Sign permits are to be obtained from the Planning Division prior to fabrication. An applicant must obtain a Sign Permit and a Building Permit from the Building Division prior to installation. Dependent upon availability, Planning Staff may process a Sign Permit over the counter. In order for this to occur staff must be provided with a complete application. For an over the counter approval the Planning Division will determine the proposed sign(s) meet the sign code or Master Sign program. Subsequently, the applicant can apply for a Building Permit and/or electrical permit which ever are necessary depending on the scope and nature of the project. Building and electrical permits must be obtained by the property owner or licensed contractor prior to installation.

What is required for plan submittal?

The following items must be submitted for a complete application and for an over the counter approval. To ensure that all items are provided, please check off the box for each item that is shown. Incomplete applications will not be accepted.

I. PLANNING REQUIREMENTS**A. DEVELOPMENT PLAN SETS**

- Completed application signed by the property owner and applicant with full Planning fee \$_____
- Three (3) full size sets, 11" x 17" or larger.
- One electronic submittal.
- Color photographs showing the existing building and all existing signs on site.

B. COVER SHEET

- Street address and assessor's parcel number.
- Name, address and phone number of property owner.
- Name, address and phone number of contractor.
- Vicinity map with north arrow, major cross streets and surrounding areas.
- Project description.
- Table listing all plan sheets with sheet numbers and descriptions.
- Table containing:
 - General Plan designation and Zoning district.
 - Linear feet of the building frontage.
 - Number of existing signs and square footage.
 - Number of signs to be removed and square footage.
 - Number of New Signs and Square Footage.

C. SITE PLANS

- Scale of drawings, 1" = 10' or larger.
- Outline and dimensions of all buildings related to the project.
- Location and size of existing signs.
- Location and size of proposed signs.
- For freestanding or projecting signs, property lines and setbacks should also be shown.

D. SIGN ELEVATIONS

- Scale of drawings, 1/2" = 1' or larger.
- Overall size of proposed signs.
- Size of letters.
- Height of sign from finished grade.
- Attachment details for building mounted signs and footing details with necessary engineering for free-standing signs.
- List of sign materials such as, color of sign copy, sign face, sign cabinet and type of illumination.

II. BUILDING REQUIREMENTS**A. PLAN SETS**

- Completed building application.
- Two (2) plan sets approved by Planning.
- Title 24 energy information.

What is the approval process?

For an over the counter approval all required information must be submitted to the Planning division. Staff will review the proposal for compliance with the sign ordinance and any applicable sign programs. Once approved by the Planning Division, submit to the Building Division for an over the counter approval to install the proposed sign. The City Engineer and Traffic Engineer may be asked to comment on the location of a freestanding or projecting sign.

Can a decision be appealed?

The applicant or any party adversely affected by an administrative decision of the planning manager rendered under authority conferred by this title may within ten days after rendition of such decision appeal in writing to the planning commission. Such written appeal shall state the reason or reasons for the appeal and why the appellant believes he or she is adversely affected by the administrative decision.

Such appeal shall not be timely filed unless it is actually received by the development services director or designee, **along with applicable fee** (currently \$819) no later than the close of business on the tenth calendar day after the rendition of the decision of the Planning Manager. If such date falls on a weekend or City holiday, then the deadline shall be extended until the next regular business day.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326 and the Building Division at (707) 648-4522.