



CITY OF AUBURN
COMMUNITY DEVELOPMENT DEPARTMENT

PERMIT NO.

SIGN PERMIT APPLICATION

1. **SIGN PERMIT SUBMITTAL REQUIREMENTS CAN BE FOUND ON THE BACK OF THIS FORM.**

2. **SUBJECT PROPERTY**

Address/Location _____

Project Name _____

Parcel No. _____

3. **SIGN INFORMATION**

Number and Type of Signs (e.g. wall sign) _____

Proposed Sign Copy _____

Square Footage of Tenant Space _____

PROPERTY OWNER	
PRINT NAME	_____
ADDRESS	_____
PHONE NO.	_____
APPLICANT (if different than owner)	
PRINT NAME	_____
ADDRESS	_____
PHONE NO.	_____
SIGNATURES:	
Owner:	_____ Date _____
Applicant or Legal Agent:	_____ Date _____
I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ACCOMPANYING DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.	

TO BE COMPLETED BY STAFF

APPLICATION FEE	\$ _____	RECEIPT NO.	_____
PLANNING DEPT. APPROVAL: _____			
WITH CONDITIONS: _____			
BUILDING DEPT. APPROVAL: _____			
WITH CONDITIONS: _____			
Appeal Period: 10 days from date of Planning Approval Expiration Date: Permit must be effectuated within 2 years of the date of Planning Approval			

CITY OF AUBURN SIGN PERMIT APPLICATION

SUBMITTAL REQUIREMENTS

THE FOLLOWING INFORMATION IS REQUIRED TO PROCESS A SIGN PERMIT:

The required processing fee: \$33.00.

- Proposed signage within the Old Town or Downtown Design Review District requires **ten (10)** copies of items 1-3 noted below. Signage will be subject to review and approval by the Historical Design Review Committee (HDRC).
- Proposed signage outside the Old Town or Downtown Design Review Districts requires **two (2)** copies of items 1-3 noted below. Signage is generally reviewed and approved by City staff.

Required copies of the applicable plans should be maximum size of 18" x 26". However, all requests shall also include one 8 1/2" x 11" copy of the applicable plans.

1. Site Plan showing the relative amount of building frontage and elevations of proposed sign location on the site, or attachment to the building.
2. Color copies of a Sign Plan drawn to scale indicating the height, width, area (square footage), materials, and colors of proposed signs.
3. For wall or projecting signs, a Building Elevation drawn to scale indicating the location of proposed and existing signs. Color photograph(s) with accurate information may be an acceptable alternative.

NOTES:

- √ Sign permit requests may require approval of a Building Permit. **An additional fee will be imposed by the Building Department if a building permit is required.** The Building Department requires two (2) copies of the following information to be provided as applicable: **Details showing how the sign(s) will be attached to structures; footing details; electrical details; engineering calculations. See attached.**
- √ Sign permit requests may require approval of an Encroachment Permit from the Public Works Department (for signs located within the City right-of-way). Note: Most signs within the City right-of-way are not permitted.
- √ Sign permit requests located within the State right-of-way will require approval from the California Department of Transportation (CALTRANS) prior to submitting a sign permit application to the City. For more information, contact the Community Development Department or the Department of Public Works.

**CITY OF AUBURN
BUILDING DEPARTMENT
SIGN PERMIT INFORMATION**

You will find attached the Building Permit application form. Please complete the form and submit with the required information, as noted below.

Fees

There will be a minimum \$42.77 fee for reviewing the plans for necessary information, and a \$42.77 fee for each inspection required. Most hanging or wall signs require one inspection; a monument sign will require a minimum of two.

Sign Information Required

The Building Department will require two copies of any required information.

Wall Sign: Detail showing how the sign will be attached to the building. This would be the size of the sign, the size of the screws/bolts that would anchor the sign to the building, and the number of screw/bolts and where they will be placed. Based on the plans submitted, the sign may require engineering. If sign is illuminated, include all electrical information.

NOTE: Permission is required to encroach on the Public Right-of-Way. Please direct inquiries to the City of Auburn, Public Works Dept. at 530/823-4211 x 130.

NOTE: Please be aware that any plan check fee paid to the Building Department will not be refundable should your application be denied by the Planning Department.

NOTE: A City Business License may be required prior to sign installation. See Finance Dept. (Room #1) for details.

I am submitting plans at this time and agree to the above conditions for Plan Check.

Applicant Signature

I do not want to apply for a Building Permit at this time.

Applicant Signature

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Office Use Only:

Project Address _____ **APN** _____