



Community Development Department  
1 Plaza, PO Box 667  
Patterson, CA 95363  
Ph. 209.895.8020  
Fax 209.895.8019  
[www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)

## SIGN PERMIT

This information is provided as a guide to assist you in the preparation of the application for a **Sign Permit**. The regulations are intended to appropriately limit the placement, type, size, and number of signs allowed within the City and to require the proper maintenance of signs.

### Application Submittal

An application for a Sign Permit shall be filed by the property owner or their representative/agent on forms prescribed for this purpose. The application shall be submitted to the Planning Department, 1 Plaza, 2<sup>nd</sup> Floor, Patterson, CA 95363.

**ALL APPLICATIONS FOR SIGN PERMITS MUST BE ACCOMPANIED BY THE MATERIALS SPECIFIED ON THE ATTACHED PAGE. THE APPLICATION MAY BE REJECTED OR RETURNED TO THE APPLICANT IF ANY PORTION OF THE REQUIRED MATERIAL IS FOUND TO BE MISSING AT THE TIME OF OR SUBSEQUENT TO SUBMITTING THE APPLICATION. ADDITIONAL INFORMATION MAY BE REQUIRED BY THE PLANNER DURING THE REVIEW OF THE APPLICATION.**

### Building Permits/Business License

Application for a Sign Permit does not constitute an application for a building permit. Separate building permit applications are required prior to any installation/construction.

Application for a Sign Permit does not constitute an application for a City Business License. Please apply for a City Business License at City Hall, 1 Plaza, Patterson, CA 95363, First Floor (Finance Department)

**PLEASE SUBMIT YOUR APPLICATION TO:**

CITY OF PATTERSON

PLANNING DEPARTMENT

1 PLAZA, 2<sup>ND</sup> FLOOR

PATTERSON, CA 95363

OR BY EMAIL: [planning@ci.patterson.ca.us](mailto:planning@ci.patterson.ca.us)



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## SIGN PERMIT APPLICATION

Project/Business Name \_\_\_\_\_

Project/Business Location: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Mailing Address/City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address/City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Zoning District:/Assessor Parcel Number (APN): \_\_\_\_\_

# of Existing Signs/New Signs \_\_\_\_\_

**Sign Contractor/Business Name:** \_\_\_\_\_ **License#** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PLANNING PERMIT #:** \_\_\_\_\_

**BUILDING PERMIT #:** \_\_\_\_\_

**CITY BUSINESS LICENSE #:** \_\_\_\_\_



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**SUBMITTAL:**

- SIGN PERMIT APPLICATION**
- ASSESSOR PARCEL MAP** – Marked with project location
- PHOTOGRAPHS** – existing buildings, existing signage, and surrounding area
- THREE (3) COPIES OF PLANS for the signs that includes**
  - Site Plan, drawn to scale containing the following information:**
    - Dimensions of subject property, lot lines and existing driveways
    - Streets adjoining the subject property
    - Existing buildings and structures
    - Setback dimensions of existing and proposed signs
    - Existing offstreet parking, loading and circulation areas
    - Location of the proposed signs
    - Dimensioned drawings of proposed sign (s) indicating height, width, lighting source, color and materials
  - **ATTACHED SIGNS:**
    - Dimensioned elevations of building(s) and occupancy frontage(s) including proposed location of sign on frontage
  - **FREESTANDING SIGNS:**
    - Dimensioned elevations of the free standing sign
    - Dimensions of subject property, lot lines, and existing driveways
    - Setback dimensions of existing and proposed sign(s)
    - Existing off-street parking, loading, and circulation areas
    - Location of all proposed signs
    - Show all property lines and setback to proposed sign(s)
  - **MASTER PLAN PROGRAM:**
    - Applicant is required to submit a copy of the approved program for this site with this application, if one already exists



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- **Number of proposed new attached signs shown on plans** \_\_\_\_\_
- **Number of existing attached signs shown on plans** \_\_\_\_\_

**FRONTAGE:** Number of occupancy frontages \_\_\_\_\_  
(Maximum number of one sign per frontage)

**AREA:** 1<sup>st</sup> Occupancy Frontage \_\_\_\_\_ Proposed sign area \_\_\_\_\_ sq.ft  
(Maximum area is 300 sq.ft per tenant frontage)

2<sup>nd</sup> Occupancy Frontage \_\_\_\_\_ Proposed sign area \_\_\_\_\_ sq.ft

3<sup>rd</sup> Occupancy Frontage \_\_\_\_\_ Proposed sign area \_\_\_\_\_ sq.ft  
(1<sup>st</sup> floor allowance cannot exceed one sq. ft. for each linear foot of building frontage)  
(2<sup>nd</sup> floor allowance is one-half of first floor allowance)

- **Number of proposed free-standing signs shown on plans** \_\_\_\_\_
- **Number of existing free-standing signs on property** \_\_\_\_\_  
(show on plans)

**FRONTAGE:** Number of street frontages \_\_\_\_\_

**AREA:** Street Frontage \_\_\_\_\_ ft.

**HEIGHT:** Proposed Sign Size \_\_\_\_\_ sq.ft.  
Dimensions \_\_\_\_\_ ft. \_\_\_\_\_ in. X \_\_\_\_\_ ft. \_\_\_\_\_ in.  
**(Max free-standing sign height is 8")**

**SETBACK:** Distance from property line as shown on site plan \_\_\_\_\_



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**FEES:**

- SINGLE SIGN**            \$75.00
- MULTIPLE SIGNS**      \$100.00
- MASTER PLAN SIGN**   \$250.00

**NOTE:** The above fees are for Planning Review only and do not include Building Department fees or City Business License fees.

**SIGNATURES:**

The above information as well as the plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct.

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_