



City of Banning Business Licenses

99 East Ramsey Street, Banning, CA 92220
(951) 922-3126

All persons, firms, and corporations doing business within the city limits of Banning are required to possess a City of Banning Business Tax Certificate. This includes all retail and wholesale establishments engaged in sales or services, contractors, itinerant vendors, solicitors, professional people, carnivals, shows, etc. Thank you for taking the first step in completing this process.

The Business Tax Application

When completing the Business Tax application you must provide the following information, where applicable, or the application will not be accepted. Address and phone numbers for the various government agencies are provided on accompanying pages:

State Sales Tax Permit Number: Sales or use tax may apply to your business and if so, a California State Sales Tax Permit Number will be required at the time of application for a Business Tax Certificate. This number can be obtained by calling the State Board of Equalization. You may seek written advice regarding the application of tax to your particular business by writing to the same board.

Fictitious Business Name Statement: If the name of the business does not include the surname of the owner, it is a requirement of the State of California to file a Fictitious Name Statement. This may be done locally through the newspaper offices.

Federal Employer Identification Number: If the business will be employing any personnel, a Federal Employer Identification Number will be required. This can be obtained from the Internal Revenue Service.

State Employer identification Number: Like the Federal Employer Identification Number, if the business will be employing any personnel, a State Employer Identification Number will also be required. This can be obtained from the State Employment Development Department.

Description of Business: A description of your business is required on the application. Please be as completely as detailed as possible. For example, answering with "sales" is insufficient.

The Application Process

The application process begins with obtaining a Business Tax Certificate Application from the City of Banning, finance Department, 99 East Ramsey Street. It is to be completed in its entirety and returned to the Finance Department along with the fee payment. The application will then be forwarded for departmental and agency review and necessary inspections. The applicant will need to contact those departments and agencies which deem an inspection to be necessary. Listed below are those departments and agencies which are involved in this review process:

Community Development (Planning) Department: The business location is checked for conformance to zoning regulations. Some businesses require Home Occupation Permits, Conditional Use Permits, Land Use Permits or Temporary Event Permits for a specified use.

City Building Department: The Building Department inspects the business building and location to determine conformance with applicable building codes and standards.

City Police Department: The Police Department facilitates the State Licensing of secondhand dealers. Certain other businesses may be required to inform the Police Department of their proposed activity.

Fire Department: A fire inspection is made on new businesses to check fire lanes, fixed sprinkler systems, and other fire and safety concerns.

County Environmental Health Department: All businesses that have public swimming pools, spas or sell food, must be inspected and permitted by the Environmental Health Department. Examples: Motel, condominiums, apartments, bars, restaurants, markets, etc.

In an effort to work more efficiently with the business community, many Business Tax Certificates are issued with preliminary approval prior to inspection. All Certificates however, are subject to revocation at any time upon confirmation that the Municipal Code, State or Federal law is being, or has been, violated.

Business Tax Certificate Fee

There is a fee due at the time of application which is based on the type of business applying for a license. *Any fees paid are not refundable.* Business Tax Certificates are issued on an annual basis except to itinerant vendors and photographers, and for temporary events and activities.

Certificates are to be renewed and the renewal fee submitted before or upon expiration. A renewal form must be completed if any changes to the original Business Tax Certificate application need to be made.

Important Local Requirements

In order to avoid potentially large and costly problems, it is a good policy to learn everything about all relevant governmental requirements prior to committing to a business and/or location. For example, no certificate will be issued to a business that is not within the proper zones as specified by the general plan. Compliance with this requirement is confirmed by the Planning Department during the Business Tax Certificate application review process. As such, it is important that you check with the City Banning, Planning Department to confirm that your potential location is properly zoned for the type of business you wish to conduct.

There also exist certain sign requirements within the City of Banning. It is imperative that you check with the City of Banning, Planning Department, to determine exactly what the sign requirements are for your area before you construct and erect a store front sign. This applies to any structural or exterior facade or landscaping modifications, as many desired changes may require prior approval from the Building Department and/or Planning Department. Furthermore, certain areas have specified aesthetic requirements with regard to architectural and landscaping improvements.

Members of the City Staff will be happy to answer any questions you may have regarding local provisions which could involve your type of business.

Other Permits and Requirements

There are all types of businesses and different governmental mandates to comply with. As a result, it is important for you to learn exactly what is required for your type of business. It is your responsibility to ensure that your business is in compliance with all governing and regulatory agencies. You may wish to consult a professional association, business consultant, or accounting firm for additional information. The State of California has created Permit Assistance Centers to help businesses identify what governmental regulations may apply to your business.

Resources for Starting a New Business in the City of Banning

CITY OF BANNING

99 E Ramsey Street
Banning, CA 92220
Community Development
(951) 922-3125
Building Department
(951) 922-3120
B & S Inspections
(951) 922-4820
Business Licenses
(951) 922-3126
Fire Department
(951) 922-3167
Police Department
125 E Ramsey St
(951) 922-3170

SALES & USE PERMIT (SELLER'S PERMIT)

State of California
Board of Equalization
3737 Main Street, Suite 1000
Riverside, CA 92501
(951) 680-6400
www.boe.ca.gov

FEDERAL EMPLOYER ID NUMBER (EIN or SSN)

U.S. Department of Treasury Internal Revenue
Service Fresno, CA 93888
(800) 829-1040
www.irs.gov form SS-4

STATE EMPLOYER ID NUMBER

State of California
Employment Development Department
(888) 745-3886
www.edd.ca.gov

COUNTY ASSESSOR'S OFFICE

Business Personal Property Division
2720 Gateway Drive
Riverside, CA 92507
(800) 746-1544
(951) 955-6200

CHAMBER OF COMMERCE

Banning Chamber of Commerce
60 E Ramsey St
Banning, CA 92220
(951) 849-4695

FICTITIOUS NAME

Record Gazette	Riverside County Clerk
218 N Murray Street	2724 Gateway Drive
Banning, CA 92220	Riverside, CA 92502
(951) 849-4586	(951) 486-7000

ALCOHOLIC BEVERAGES

State of California Alcoholic Beverage Control
34-160 Gateway Drive,
Suite 120 Palm Desert, CA 92211
(760) 324-2027
www.abc.ca.gov

AUTOMOTIVE REPAIR

California Department of Consumer Affairs
1450 Iowa Avenue, Suite 150
Riverside, CA 92501
(951) 782-4250
(800) 952-5210
Information Center
www.autorepair.ca.gov

CONTRACTOR'S LICENSE

State of California
Contractor's State License Board
9821 Business Park Drive
Sacramento, CA 95827
(800) 321-cslb www.cslb.ca.gov

HEALTH PERMIT

County of Riverside
Environmental Health Services
800 S Sanderson #200
Hemet, CA 92545 (951) 766-2824

INFORMATION / HELP SOURCES

U.S. Small Business Administration
Inland Empire Small Business
Development Center
1157 Spruce Street Riverside, CA 92507
(951) 781-2345
www.iesbdc.org

For a comprehensive list of permits and licenses required by
business type go to <http://www.calgold.ca.gov>

General Fire Department Requirements For New Business License Inspections

Other requirements listed here are general requirements for all businesses and only to be used as a guide for opening new business. Other requirements may be applied based on the type of business you are opening. Also, these requirements pertain to the Fire Department only. Other city departments will have other requirements.

You will have to call the Fire Department at (951) 922-3167 to schedule an inspection. You are free to open and start doing business while waiting for the inspection to be done. Be sure you have applied the requirements below when you open.

Fire Extinguisher Requirements-

- The size shall be no smaller than 2A10BC (5lbs). Larger extinguishers may be required depending on the type of business (i.e. cabinet shop, repair garage, gas station etc.)
- The number of extinguishers required depends on the size of your business. The extinguishers must be placed so that no point in your business is more than 75 feet of "travel distance or 3,000 square feet."
- Signs may be required to indicate extinguisher locations if they are not easily visible from everywhere in the business.
- Fire extinguishers must have been purchased within the last year or inspected by a California State Fire Extinguisher licensed contractor and have a California State Fire Marshal tag affixed to the fire extinguisher within the last year. Proof of purchase or inspection will be required.
- Extinguishers must be hung on walls or placed on shelves so that they are easily accessible. They must be mounted so that the top of the extinguisher is not more than 5 feet or less than 3 feet from the floor.
- Annual extinguisher inspections, by a State licensed company, will be required. Proof of annual inspection will be required each year. All fire extinguishers shall have a California State Fire Marshal tag affixed to the fire extinguisher.

Electrical-

- The use of extension cords is prohibited except for temporary power (3 weeks maximum for Christmas decorations only). Do not attach devices such as lighting, checkout registers, window display lights or heating or cooling devices to extension cords. At the time of inspection, you will be required to disconnect any devices considered to be permanent if they are attached to an extension cord. The use of multi-position surge protectors is allowed provided the device is UL listed and is equipped with a circuit breaker.
- All electrical boxes must be equipped with cover plates.
- Electrical switch panels must have each switch labeled with the name of the device(s) it controls (i.e. wall plugs, cash register, window display etc.) and any removed breakers shall have a blank cover in place.

Structural-

- If there is a hot water heater in your business, it must be mounted in a well-ventilated location, properly vented and properly strapped to the wall to prevent falling in the event of an earthquake. (Contact the City Building Department for proper securing methods.)

- There can be no holes in any walls that are required “fire-rated” walls (i.e. between two different businesses, or between two areas of different occupancy type.) Any holes must be repaired to building code standards.
- Holes in ceilings must be repaired to building code standards.

“Knox Box”-

- If one does not already exist on your business, you will be required to purchase a "KNOX" key box for fire department use. The "KNOX" box is a device that you will install on the outside of your business, usually near the front door, with a key inside, to allow fire department emergency access during non-business hours. Fire Marshal will determine at the time of inspection if a Knox box is needed.

Signs-

- All required exit doors must have a sign mounted at the top of the door reading "THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS."
- If your business is required to have more than one exit door, or if the only exit door is not visible from throughout the business, then there must be an additional sign mounted over each door reading "*EXIT*" in red letters on a white background. Letter size must be at least ½ inch wide and 6 inches high.
- In businesses with two or more required exit doors, the exit signs and the routes to exit doors are required to be lighted with battery-backup lights.

Please remember that this is a general list of requirements and may not be a complete list for your particular business.

If you have any questions about this information or if you would like more specific information related to your business, please call (951) 922-3167.

Customer must call the following departments to schedule the required inspections:

1. Fire Inspection: (951) 922-3167
2. Building & Safety Inspection: (951) 922-4820



City of Banning

99 East Ramsey Street, PO Box 998, Banning, CA 92220
Attn: Business Taxes Phone: (951) 922-3126 Fax: (951) 922-3165

Please Check One

- New Application
- Change of Owner
- Change of Address
- Change of Business Name
- Home Occupation

BUSINESS TAX CERTIFICATE APPLICATION

PLEASE TYPE OR PRINT CLEARLY

Business Name _____

Business Location _____

(Not P.O. Box) _____

Bus. Phone _____ Bus. Fax _____

Mailing Address _____

(If Different) _____

Email Address _____

Ownership Corporation Limited Liability Corp. Partnership Sole Proprietor Trust

(A Federal ID Number Is Required For All Business Types except Sole Proprietor)

Banning Start Date	Description of Business / Contractor Job

Business Type Retail / Wholesale Service Manufacturing Professional Contractor

State Lic. No. _____ License Type _____ Expiration date _____

Resale No. _____ Federal ID No. _____ State ID No. _____

OFFICIAL USE ONLY

Account No. _____

Expiration Date _____

License Tax \$ _____

Penalty _____

Total Fee \$ _____

Date Paid _____ Cash

Check No. _____ By _____

Reviewed and Approved by

Bus. Lic. Dept. _____ / _____

Planning Dept. _____ / _____

Bldg. & Safety Dept. _____ / _____

Fire Dept. _____ / _____

Public Works _____ / _____

Home Occup. Permit Required- YES NO

BELOW ENTER THE NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS – use additional sheets if necessary

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell No. () _____

(Street Number, Street Name, City, State, Zip)

Driver's Lic. No. _____ Social Security No. _____

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell No. () _____

(Street Number, Street Name, City, State, Zip)

Driver's Lic. No. _____ Social Security No. _____

In Case of Emergency, Please Contact (Required for In-Town Location)

Name _____ Title _____ Phone () _____

Home Address _____ Cell No. () _____

(Street Number, Street Name, City, State, Zip)

PLEASE COMPLETE THE FOLLOWING:

No. of Employees

No. of Professionals

No. of Non Professionals

No. of Rental Units

No. of Coin Operated Machines

NOTE: Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest Board of Equalization office. For general information, please call the Board of equalization at 1-800-400-7115

CONTRACTORS - Please provide **ONLY** the number of employees working on the project here in the City of Banning.

PLEASE CALCULATE AMOUNT DUE BY ENTERING INFORMATION IN BOXES BELOW AND SIGN.

Business Tax - \$

Fire Inspection - \$

Building Inspection - \$

Home Occupation Fee - \$

Other Fee - \$

State CASp Fee - \$ 4.00

TOTAL FEES - \$

I understand that the acceptance of this application does not give me the right to occupy any building until I receive a Certificate of Occupancy. I declare under penalty of perjury, that I am authorized to complete this application and, that to the best of my knowledge, the information provided herein is true and correct.

Date: _____ Title: _____

Signature: _____

****Any Business License Applications/Renewals Submitted Without a Signature, Will Not Be Processed****

NOTICE: Under Federal and State law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx
- The department of Rehabilitation at www.rehab.cahwnet.gov
- The California Commission on Disability Access at www.cdda.ca.gov

City of Banning

BUSINESS TAX SUMMARY

Every Person Who Engages in Business in the City Shall Pay a Business Tax Based Upon Number of Employees Unless Specifically Assigned A Different Tax.

<p style="text-align: center;">General Service Businesses Use Number of Employees Tax Calculation Below</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">0-5 Persons</td><td style="width: 50%;">\$50.00</td></tr> <tr><td>6-10 Persons</td><td>\$110.00</td></tr> <tr><td>11-15 Persons</td><td>\$165.00</td></tr> <tr><td>16-20 Persons</td><td>\$220.00</td></tr> <tr><td>21-25 Persons</td><td>\$275.00</td></tr> <tr><td>26 + Persons</td><td>\$330.00</td></tr> </table>	0-5 Persons	\$50.00	6-10 Persons	\$110.00	11-15 Persons	\$165.00	16-20 Persons	\$220.00	21-25 Persons	\$275.00	26 + Persons	\$330.00	<p style="text-align: center;">Professional Services \$80.00 for each professional per year PLUS \$5.00 for each non-professional employee per year</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Accountants, CPA OR PA</td><td style="width: 50%;">Morticians</td></tr> <tr><td>Appraisers</td><td>Oculists</td></tr> <tr><td>Architects (including landscape)</td><td>Optometrists (non-dispensing)</td></tr> <tr><td>Assayers</td><td>--Osteopaths</td></tr> <tr><td>Attorneys</td><td>Physicians Chemists</td></tr> <tr><td>Chiropractists</td><td>Physiologists</td></tr> <tr><td>Chiropractors</td><td>Physiotherapists</td></tr> <tr><td>Consultants</td><td>Psychologists</td></tr> <tr><td>Dentists</td><td>Veterinarians</td></tr> <tr><td>Engineers (all types)</td><td>Brokers and Agents</td></tr> <tr><td>Geologists</td><td>Laboratory Workers</td></tr> </table>	Accountants, CPA OR PA	Morticians	Appraisers	Oculists	Architects (including landscape)	Optometrists (non-dispensing)	Assayers	--Osteopaths	Attorneys	Physicians Chemists	Chiropractists	Physiologists	Chiropractors	Physiotherapists	Consultants	Psychologists	Dentists	Veterinarians	Engineers (all types)	Brokers and Agents	Geologists	Laboratory Workers																																						
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CITY OF BANNING

Application for Certificate of Occupancy

Name of Business: _____

Address: _____

INSPECTIONS:

Contact Person: _____ Phone #: _____

Address: _____

Property Owner: _____ Phone #: _____

Address: _____

Description of Business, Equipment used, Materials sold:

Size of building: _____ Sq. Ft. Number of paved and striped parking spaces on-site: _____

Are there alterations to the building required for your business? : Yes _____ No _____

If yes, explain:

Do you plan on selling alcoholic beverages?: Yes _____ No _____

Do you plan on selling tobacco / tobacco paraphernalia?: Yes _____ No _____

Do you plan on selling adult material?: Yes _____ No _____

Do you plan on establishing any signs?: Yes _____ No _____

Are there any flammable, explosive, or hazardous materials or liquids to be used or stored on the premises?:

Yes _____ No _____

If yes, explain: _____

I certify that I have read the statements contained on this application; that they are true and correct, and that I make this statement under penalty of perjury.

Dated this _____ day of _____, 20_____ in the City of Banning, State of California,
County of Riverside.

SIGNATURE OF APPLICANT: _____

PERMIT #: _____ BUS. NAME: _____

PLANNING DEPARTMENT

PARCEL #: _____ ZONE _____ PERMITTED USE: YES _____ NO _____

COMMENTS: _____

APPROVED: _____ DENIED: _____ DATE: _____ SIGNATURE _____

INSPECTIONS: CONTACT PERSON: _____ PHONE # _____

BUILDING DEPARTMENT

OCCUPANCY GROUP: _____ INSPECTION DATE: _____ TIME: _____

INSPECTED BY: _____ APPROVED: _____ DENIED: _____

COMMENTS: _____

FIRE DEPARTMENT

INSPECTED DATE: _____ APPROVED: _____ DENIED: _____

INSPECTED BY: _____

COMMENTS: _____

PUBLIC WORKS DEPARTMENT

INSPECTED DATE: _____ APPROVED: _____ DENIED: _____

INSPECTED BY: _____

COMMENTS: _____

CERTIFICATE OF OCCUPANCY ISSUED BY: _____ DATE ISSUED: _____



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4182

(909) 396-3529

<http://www.aqmd.gov>

Air Quality Permit Checklist

California Government Code Section 65850.2 prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. This Checklist will determine if you need to obtain clearance from the South Coast Air Quality Management District (AQMD).

Company Name: _____

Property Address: _____

City: _____

Zip Code: _____

Contact Person: _____

Title: _____

Type of Business: _____

Telephone: _____

Fax Number: _____

E-mail: _____

Applicant (Print Name) _____

Signature: _____

- Will the facility have any of the following equipment? Yes No
 - Charbroiler
 - Dry leaning machine
 - Spray booth
 - Printing press (screen/lithographic/flexographic)
 - Internal combustion engine greater than 50 HP (excluding motor vehicles)
 - Boiler/combustion equipment (greater than 1 million BTU/hr. maximum input)
 - Abrasive blasting cabinet/room
 - Baghouse/cartridge-type dust filter/scrubber
 - Motor fuel storage and dispensing equipment

- Will any of the following operations be performed? Yes No
 - Application of paints or adhesives
 - Etching, plating, casting, or melting of metals
 - Molding, extruding, or curing of plastics
 - Mixing and blending of liquids and/or powders
 - Storage of acids, solvents, organic liquids, or fuels
 - Production of fumes, dust, smoke, or strong odors

If you answered "No" to both questions, this checklist is your clearance from AQMD. If you answered "Yes" to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at 1-800-CUT-SMOG (1-800-288-7664).



**City of Banning
Police Department**

125 East Ramsey Street
Banning, CA 92220
Phone Number: (951) 922-3170
Fax Number: (951) 922-0042



Dear City Merchant,

The attached form is to enable your Police Department to serve you in an expedient manner in an expedient effort to protect your business.

We would appreciate your cooperation in completing this form, which will enable us to contact important people in emergency situations.

As indicated on this form, please make several photocopies for future changes in the personnel that will be called out. Our records will only be as accurate as your submitted update form.

PLEASE TYPE OR PRINT CLEARLY.

Thank you for your prompt attention in this matter.



City of Banning
Police Department
 125 East Ramsey Street
 Banning, CA 92220
 Phone Number: (951) 922-3170
 Fax Number: (951) 922-0042



BUSINESS EMERGENCY UPDATE FORM

Please make a photocopy before completing and faxing to facilitate any name changes in the future. Additional faxes must be sent to keep your emergency callout list accurate. You can also update this form online at: www.BanningCA.gov

PLEASE TYPE OR PRINT ONLY

DATE: _____

BUSINESS NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

(Street, City, Zip Code)

ALARM: YES _____ NO _____ CAMERAS: YES ____ NO ____

HAZARDOUS MATERIAL: YES ____ NO ____

ALARM COMPANY AND PHONE #: _____

Emergency contact personnel that can respond immediately with key and/or access code after business hours. Please provide a maximum of three (3) numbers only:

1. Name: _____

Phone #: _____

2. Name: _____

Phone #: _____

3. Name: _____

Phone #: _____

Comments: _____



DEPARTMENT OF
PLANNING

CITY OF BANNING

99 East Ramsey Street, PO Box 998
Banning, California 92220
(951) 922-3125

SIGN APPLICATION CHECKLIST

(Wall Signs, Monument Signs, Window Signs, and Painted Signs)

The purpose of sign regulations that are to limit and control the location, size, type and number of signs allowed in the City of Banning; to provide for a more orderly display of advertising devices, while implementing community design standards with respect to character, quality of materials, color, illumination and maintenance, which are consistent with the City's General Plan; to preserve and improve the appearance of the City as a place in which to live and work, and as an attraction to nonresidents who come to visit or trade.

It may be beneficial for the applicant to confer with a Planner and the Building & Safety Division prior to submitting a sign application. Refer to Chapter 17.36 of the Banning Municipal Code for specific sign regulations.

Fee: \$537.00 (Usually a building permit is also required)

Building Safety Review (signs that require building permits) \$245.00 or more

An introductory sign of a maximum of 5 square feet shall be allowed for 25 percent of the sign fee in the Downtown Commercial zoning district. (17.36.110-Sign Regulations. Wall Signs)

Sign area is calculated as follows: The entire face of a sign, including the surface and any framing, projections, or molding, but not including the support structure. Individual channel-type letters mounted on a building shall be measured by the area enclosed by four straight lines outlining each word or grouping of words.

Signs in Commercial and Industrial Zones shall conform to the following:

1. No sign attached to a structure shall be placed above the roof line.
2. Wall signs. Each business shall be permitted wall signs per occupancy footage. The area devoted to such signs shall not exceed one square foot of sign area per one foot of building frontage, and shall not exceed 50 square feet of sign area. Each business in all other commercial and industrial zoning districts shall be permitted wall signs per the area of the wall (length times height of the wall). The area devoted to such signs shall not exceed 20 percent of the wall area.
3. Monument signs. Each parcel or property shall be permitted one monument sign subject to all of the following conditions being met:
 - a. One square foot of sign area for one foot of building frontage is permitted. Such sign shall not exceed 50 square feet.
 - b. The buildings must be set back at least 25 feet from the property line.
 - c. The monument sign shall be located in a landscaped planter area not less than 50 square feet, with one dimension being at least four feet.
 - d. The monument sign may be no more than 8 feet high.
 - e. Shopping centers may have one monument sign not to exceed one square foot of display face per one foot of building frontage, not to exceed 100 square feet, for center identification. Said sign may include reader panels, and or a bulletin or a changeable copy pane.

A completed sign application along with drawings and fee are required. Photographs of existing buildings and/or existing signs are helpful for the review and shall be included with the application.

SR#

SIGN APPLICATION

Please check the box in front of each number after providing the requested information. An incomplete application can cause significant delays in processing.

1. *APPLICANT:*

Name: _____
Address: _____
Phone #: _____ Fax#: _____
Email Address _____

2. *PROPERTY OWNER:*

Name: _____
Address: _____
Phone #: _____ Fax#: _____

If the applicant is not the property owner, approval of the property owner is required to process this application. Please provide a letter of approval/authorization from the property owner.

3. *CONTACT PERSON REGARDING THIS APPLICATION:*

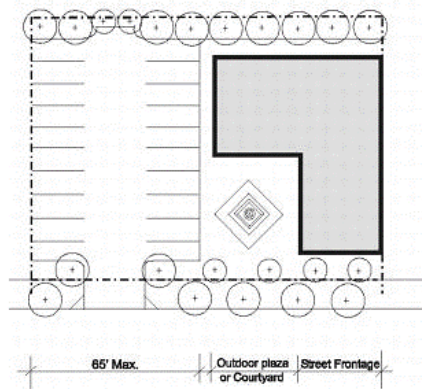
Name: _____
Address: _____
Phone #: _____ Fax#: _____

4. Site Address: _____

5. Type of business: _____

7. Total Lineal Feet of the Building: _____

(The total frontage for those building elevations that face a dedicated street)



Street Frontage
Measurement →

SR#

8. **Proposed Sign(s):**

Type*	Dimension	Sq.Ft.	Height**	Color	Wording
-------	-----------	--------	----------	-------	---------

1. _____
2. _____
3. _____
4. _____

*Type - i.e. Wall Signs, Monument Signs, Window Signs, and Painted Signs

**Height - the vertical distance from the highest point of the sign to the ground directly below.

9. **Existing Sign(s):**

Type*	Dimension	Sq.Ft.	Height**	Color	Wording
-------	-----------	--------	----------	-------	---------

1. _____
2. _____
3. _____
4. _____

In addition to the above requested information, detailed plans of the site and each proposed sign (drawn to scale) must be provided as well as color photographs of all existing signs. See the following page for details. Please review the application for completeness before signing.

Applicant's Signature: _____ Date: _____

Print Name: _____

Agent/Property Owner's Signature: _____

—

Print Name: _____ Date: _____

-----FOR OFFICE USE ONLY-----

Assessor's Parcel Number: _____ Zone District: _____

Sign Permit Number: _____

Planning Staff Action: ___ Approved ___ Denied

Date: _____

By: _____

- SIGN PLAN SUBMITTAL REQUIREMENTS –

The following plans and pictures must be submitted with a request for a sign permit. The plans must be accurately scaled or the application will not be accepted.

NOTE: The drawings must be drawn by a professional architect, engineer, draftsman, or other qualified professional using a standard architectural or engineering scale.

1. Detailed Site Plan

Include the following (4 color sets) with appropriate dimensions:

- Property lines
- Existing structures
- Location of proposed sign(s)
- Location of existing signs(s)

2. Typical Elevations

Include the following (4 color sets):

- Dimensions of the building face on which the sign(s) will be located
- Exact location of proposed sign(s)
- Exact location of existing sign(s)

3. a. Detailed Elevations for a Building/Wall Sign

Include the following (4 color sets):

- Dimensions and materials of the proposed sign(s)
- Letter style, size, and color to be used

b. Detailed Elevations for a Monument or Freestanding Sign

Include the following (4 color sets)

- Dimensions and materials of the proposed sign(s)
- Letter style, size, and color to be used
- Full base description including color
- Landscape materials around the base of the sign in the required 50 sq.ft. planter area

4. Color Photographs of all existing signs and locations of proposed signs.

Be sure to apply for a sign permit and obtain approval for all proposed signs before having them made or erected. If you have any questions concerning the application or sign requirements, please call the Planning Department at (951) 922-3125.