



City of Grass Valley DRC / Downtown Historic District Sign Permit Checklist

Please provide one copy of a completed Grass Valley Sign Permit Application (yellow sheet). The property owner must sign the Sign Permit Application, or the applicant must submit a rental lease or letter signed by the owner authorizing the applicant to submit the Sign Permit Application. The Permit Number will be assigned by City staff. Please feel free to contact staff for clarification or help with any item on the Sign Permit Application. The City of Grass Valley recommends you review the Sign Regulations relative to the zoning district where the sign(s) will be placed before completing a Sign Permit Application and required materials. A sign permit should be secured prior to ordering or fabricating signs or awnings.

In addition to a completed Sign Permit Application, you will need to provide 7 copies of a Site Plan, Sign Plan and Mounting Details.

1) SITE PLAN An 8-1/2 x 11" Site Plan for the property on which the sign(s) will be placed including:

- a. Note location of existing and proposed signs on site.
- b. Provide square footage, type of each sign, and total square footage for all signs.
- c. Give each sign a number starting with the number 1.
- d. For suspended or projecting signs, note distance from sidewalk to bottom of sign.
- e. For wall signs, add an additional sheet showing dimensions and square footage of building walls on which signs will be placed.
- f. For monument signs show sight distance from driveways and intersection corners.

2) SIGN PLAN A scaled 8-1/2" x 11" color drawing of each proposed sign including:

- a. Number each sign corresponding to number shown on the site plan.
- b. Message that will appear on sign including typeface, font, and design details.
- c. Dimensions in feet and total square foot area of proposed sign.
- d. Height from ground of all monument and freestanding signs.

3) MOUNTING DETAILS Mounting details may be placed on the Sign Plan or as a separate sheet but must include the following:

- a. Description of materials used in construction of sign.
- b. Type and number of bolts, brackets and fasteners used to install the sign.
- c. Thickness and approximate weight of sign for suspended or projecting signs.
- d. Means of lighting including shielding, type and size of lamps (if applicable).
- e. For monument signs include footing details and wind load calculations.
- f. For suspended signs provide details of anti-sway devices.

The Building Department may require engineered Mounting Details if public safety is in question.

- Staff Comments on Back.

CHECKED BY: _____ DATE: _____

CITY OF GRASS VALLEY SIGN PERMIT / DRC APPLICATION

Please print clearly in ink.

SIGN COPY: _____

SIGN ADDRESS: _____

ZONING _____ ASSESSOR'S PARCEL # _____ PERMIT # _____

DRC Approval: Y ___ N ___ DRC # _____ Exception to Sign Ordinance: Y ___ N ___

BUSINESS OWNER/TENANT Name: _____ **Phone:** _____

Address: _____

PROPERTY OWNER Name: _____ **Phone:** _____

Address: _____

APPLICANT Name: _____ **Phone:** _____

Address: _____

SIGN INSTALLER Name: _____ **Phone:** _____

Address: _____ **License # & Exp:** _____

COST OF SIGN: \$ _____ **Electrical Connection Required:** Y ___ N ___

SIGN DESIGNER Name: _____ **Phone:** _____

Address: _____

IF SIGN IS INSTALLED WITHOUT PROPER CITY APPROVAL, YOU WILL BE SUBJECT TO MONETARY PENALTIES.

I HAVE REVIEWED THIS APPLICATION AND THE ATTACHED MATERIAL. THE INFORMATION PROVIDED IS ACCURATE. I UNDERSTAND THE CITY MAY NOT APPROVE THE SIGNAGE I AM APPLYING FOR, OR MAY SET CONDITIONS OF APPROVAL.

Print Name Signature OWNER/ APPLICANT/ TENANT Date

MAIL PERMIT TO (check one): Business Owner _____ Applicant _____ Sign Installer _____

OFFICE USE ONLY

SIGN # _____ SIGN TYPE: _____ TOTAL SQ FT: _____ DIMENSIONS: _____

COPY: _____

COLORS: _____

MATERIALS: _____ OTHER FEATURES: _____

METHOD OF ATTACHMENT: _____

SIGN # _____ SIGN TYPE: _____ TOTAL SQ FT: _____ DIMENSIONS: _____

COPY: _____

COLORS: _____

MATERIALS: _____ OTHER FEATURES: _____

METHOD OF ATTACHMENT: _____

SIGN # _____ SIGN TYPE: _____ TOTAL SQ FT: _____ DIMENSIONS: _____

COPY: _____

COLORS: _____

MATERIALS: _____ OTHER FEATURES: _____

METHOD OF ATTACHMENT: _____

TOTAL OVERALL SIGN SQUARE FOOTAGE: _____

APPROVALS

Engineering Dept. Review: Y N

CONDITIONS REQUIRED (Refer to attached)

Planning Dept. Date

Building Dept. Date

Engineering Dept. Date

FEES

DRC FEES: \$ _____ BLDG SIGN FEES: \$ _____ ELECTRICAL: \$ _____ B/L: \$ _____

TOTAL FEES PAID: \$ _____ DATE: _____ CHECK: # _____

PERMIT APPROVED: Y ___ N ___ DATE: _____ DATE PERMIT MAILED: _____

FINAL INSP. REQUIRED BY PLANNING _____ ENGINEERING _____ PRIOR TO BLDG DEPT FINAL _____