



## Frequently Asked Questions from Sign Contractors

Contact Planning Division for more information at (714) 754-5245

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### **1. How do I get a sign permit?**

Application for a permit for the erection, relocation, or modification of a sign shall be made to the Development Services Department on [forms provided](#). The application shall be accompanied by plans and other necessary information. Sign permits may be issued only to licensed sign contractors and property owners of the site.

### **2. What do I need to submit for a sign permit?**

Three sets of accurate plans are necessary to obtain a sign permit that include the following information:

- A site plan, which notes all signs, existing and proposed. An elevation plan is required if the sign is proposed on a building wall.
- Sign specifications, including sign face dimensions, sign height, and type of illumination for all signs, existing and proposed. The area of each sign and total area of all signs should be noted. Also, detail of freestanding signs, including the location of required address numerals and landscape planter area/materials should be provided. The sign detail, including structural, electrical, and how the sign is attached to the building wall, if required.
- Site addresses and a scale. Sign plans should be in ink, blueprinted or photocopied and must be legible.

### **3. How large can my sign be?**

Please refer to the [Sign Regulation Table](#) for more information.

### **4. How tall can my sign be?**

The maximum height for freestanding signs in residential, industrial, and institutional zones is 7 feet. Commercial zones have a maximum height of 12 feet for freestanding signs. Allowable heights for building signs vary; refer to the [Sign Regulation Table](#) for more information. Within 200 feet of residentially-zoned property building signs should not be higher than the first story level unless non-illuminated or located so as not to be visible from residentially zoned property within 200 feet.

### **5. What is a Planned Signing Program?**

A Planned Signing Program is intended to provide incentives and flexibility to encourage variety and good design in signage, and to allow deviations in sign regulations in recognition of special site circumstances.

**6. What if I need to deviate from sign standards?**

A deviation from sign standards would be processed as a Planned Signing Program (see above). Please see the Planning Staff regarding any proposed deviation.

**7. What types of signs are not allowed on my property?**

- Prohibited signs include any sign that incorporates any flashing, moving or intermittent lighting, creates a safety hazard by obstructing clear view of a passage or pedestrian, has color, wording, or design that conflicts with traffic-control devices, or projects into or is located in the public right-of-way.
- Signs must also not be higher than a parapet or the highest point of the roof.

**8. May I install an Electronic Message Sign?**

Electronic signs that contain movement or animation are not allowed except on theater marquees and time/temperature signs.

**9. What do I need to know before I get a banner?**

Banners are permitted only as a means of temporary advertisement and may not be used as permanent signs.

- A banner permit is required.
- In a residential zone, the banner cannot exceed 0.5 sq. ft. per unit and the maximum banner size is 100 sq. ft. per site.
- In commercial, industrial, and institutional zones, the banner cannot exceed 0.5 sq. ft. per lineal foot of building frontage facing the street with a minimum entitlement of 25 sq. ft. per tenant and a maximum entitlement of 75 sq. ft. per tenant.

\* See attached [Sign Regulation Table and Standards](#) for additional information