



PERMANENT SIGN(S) APPLICATION AND PERMIT

Job Address & Business Name: _____

Applicant (Business Owner): _____

Applicant Address: _____

Email: _____ Tel: _____

Sign Contractor: _____

Address: _____

Email: _____ Tel: _____

Business License No: _____ **(All contractors who will work on the property are required to obtain a current city of Hermosa Beach business license.)**

I certify that I have checked with the Building Division that pedestrian protection and/or encroachment permit from Public Works Department may be required during installation of the sign, and will comply with those requirements.

Signature of Applicant Print Name Date

I, the property owner of the property referenced above, am aware of and authorized this application for a sign permit. I have informed the applicant of any pre-existing conditions:

Signature of Property Owner Print Name Date

THIS APPLICATION WILL BE PROCESSED UPON COMPLETION OF ABOVE AND RECEIPT OF THE FOLLOWING:

1. PLANS (2 Sets):

- (a) Scaled drawings of all proposed signs indicating exterior dimensions, design, colors, materials and test ratings, and electrical connections (including window signs)
- (b) Building elevations and building dimensions for where the sign(s) is to be displayed.
- (c) Pole signs and ground signs require structural plans and a site plan (showing the location of the sign structure, property lines, buildings, landscaping, parking, etc.)

2. FEE(S): [See Master Fee Schedule](#)



3. EXISTING SIGNS: List the sign type and approximate dimensions of existing signs below if not shown on plans (please indicate any signs that are to be removed):

4. PROPOSED SIGNS: List all proposed signs, type, and sign area.

5. TOTAL SIGN AREA: Indicate the total sign area of existing and proposed signs:

Existing Square Feet _____ Proposed Square Feet _____

This application will be processed only upon the applicant completing the above and providing all of the information to the satisfaction of the Community Development Department. Permit approval or denial will be based on compliance with Chapter 17.50 of the Zoning Ordinance. For assistance or to obtain a summary or copy of the sign code, please contact the Community Development Department at (310) 318-0235.

FOR OFFICIAL USE ONLY

Primary Building Frontage: _____ Secondary Frontage: _____

Total Allowed Permanent Signage: _____

Additional Allowed Permanent Signage on Secondary Frontage: _____

Zoning: _____ Master Sign Program _____ Proposed Signage: _____

ACTION TAKEN:

APPROVED AND PERMITTED* _____ **DATE:** _____
 (Community Development Department Staff)

Other Permits Required (If Any): Electrical _____ Building _____ Other _____

***NOTE: approval of illuminated signs is not final until 30 days after installation, during which period the Building Official may order the dimming of any illumination found to be excessively brilliant. (Illumination is considered excessive if it prevents normal perception of objects beyond or in vicinity of the sign.)**

DENIED _____ **DATE:** _____

REASON FOR DENIAL:

Permit No. _____ Fee Paid _____ Date _____