



SIGN APPLICATION AND PERMIT

COMMUNITY DEVELOPMENT DEPARTMENT / PLANNING DIVISION
8130 Allison Avenue, La Mesa, CA 91942
Phone: 619.667.1177 • Fax: 619.667.1380

NOTE: The City of La Mesa emphasizes that all applications, plans, maps, exhibits, and other supporting information must be complete and accurate before an application is accepted. Generally, submission of the items on the list of application requirements will constitute a complete application, unless the City determines additional information is needed to evaluate your application. If your application is determined to be incomplete, you will receive a written list describing what is needed to complete the application.

A Building Permit is also required by the City for all signs, other than signs painted on existing walls, windows, permitted temporary signs, or change of copy only on an existing sign. If you have any questions about the application or review procedures, contact the Community Development staff.

Property Address: _____

Business Name: _____

Property Owner: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

Applicant/Contractor: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

A complete sign permit application must include drawings to scale of all proposed signs showing the **SIGN DIMENSION, CONSTRUCTION MATERIALS, LOCATION, COPY, TYPE AND AMOUNT OF ILLUMINATION, COLORS, AND NECESSARY DESCRIPTIVE INFORMATION. A SITE PLAN** is required showing the location of all proposed and existing signs on the site. The **SITE PLAN** must show all existing and proposed street improvements to evaluate site distance conflicts for all sign location. Submitted plans must also include full **BUILDING ELEVATIONS** for all wall-mounted signs.

PROPOSED PERMANENT SIGNS:

WALL SIGNS (List all proposed signs, size, location, and copy):

FOR OFFICE USE ONLY

Application Number: _____

Date Received: _____

Fee: _____

Reviewed By: _____

FREESTANDING POLE OR MONUMENT SIGNS (List all proposed freestanding signs, size, height, location, and copy):

OTHER PERMANENT SIGNS (List all proposed signs, type, size, location, and copy):

COMPREHENSIVE SIGN PROGRAM: Are the proposed signs subject to a Comprehensive Sign Program? If your establishment is located in a shopping center or has four or more tenant spaces, please contact the property owner to confirm that you are in compliance with any existing Comprehensive Sign Program. For additional information call 619.667.1177.

Yes No

If yes, do the proposed signs meet the requirements of the comprehensive sign program? If no, please explain on an attached sheet.

Yes No

PROPOSED TEMPORARY SIGNS

TEMPORARY SIGNS: (List all proposed temporary signs, including an accurate description of the sign type, dimensions, materials, location, and copy)

Dates temporary sign displayed From: _____ To: _____

ATTEST: The information on this Application and all accompanying maps, plans, legal descriptions and other information as submitted for this application as listed on the Application Checklist are accurate and complete to the best of my knowledge.

Applicant's Signature: _____ Date: _____

PLANNING DEPARTMENT

Approved by: _____ Date: _____

File References: DAB: _____ Building Permit # _____