



Sign Permit Application Checklist

Planning Department

The applicant is responsible for providing the following information to the Planning Department, 500 Merriman Avenue, Needles, CA 92363. For additional information, please call 760.629.4591.

Minimum Submittal Requirements:

- Two (2) dimension drawings of proposed sign with material specifications identified.
- Completed Permit Application Worksheet – See attached sample application for further instructions. Please be sure that the same format is used on the sample plot map for wall and ground signs.

Sign permit requests can be very diverse in the information that is required based on the specific request. Therefore, a variety of different permit requests are noted below along with the additional information that will be required to accompany the permit application.

- Ground Signs
 - Two sets of engineering drawings are required when the area of the face of one sign or the aggregate area of all signs on the sign structure exceeds thirty-five square feet and the structure exceeds six feet in height. The engineered drawings must be sealed by an architect or engineer with a seal in the State the sign is to be located (i.e., Arizona, Nevada, California).
 - Encroachments into right-of-way and utility easements is prohibited.
 - Placing a sign in a retention area is prohibited.
 - If proposed ground sign is for a new project subject to site plan review, then design review is applicable to the sign, be sure that you have incorporated architectural elements and materials and textures used in the building design. Attach the design review worksheet to the application and provide staff with the site plan number. No fees are required for this type of design review, unless additional height or area is requested.
- Wall
 - Provide two copies of building elevation showing the sign at the proposed location. Show the building height and length and the height to the top of the sign.
 - All businesses are entitled to a minimum fifty (50) square feet of sign area.
 - Wall signs are only permitted over the occupied leased area in which the business is located.
 - If photograph is submitted with application, you may receive over the counter approval. You must provide photographs for all building elevations.
- Directional Signs
 - Business identification is only permitted on one directional sign at the driveway entrance. The identification is limited to no more than twenty-five (25%) percent of the entire copy area. Be sure that you have shown the dimensions of the business identification on the sign drawing.
- Window Signs
 - Provide two (2) elevation drawings of the building with the dimensions of the window(s) shown on the drawing.
- Construction Signs
 - Provide a copy of the building or grading permit. Sign permits can only be issued after a building or grading permit has been obtained.
 - Only one construction sign is permitted per street front.
- Subdivision Sales Signs
 - A copy of the recorded plat must be submitted along with permit application. This information is required to determine the amount of square footage that can be permitted.
- Temporary Signs
 - These permits are typically issued over the counter. Requests for balloons must include the setbacks from property line and the height of the balloons.