



City of El Cajon

Community Development Department  
Planning Division  
**SIGN PERMIT APPLICATION**

**Number of Signs Requested**

Building Mount

Ground Mount

Freeway-oriented

Other

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**Applicant Information**

Company Name:

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Contact Name:

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Business License:

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Contractor License:

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Address:

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Phone:

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Email:

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**Sign Location**

Business Name:

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Address:

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Phone:

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Email:

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**Authorization**

Applicant Signature:

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Date:

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*By signing, Applicant represents to the City that he/she has authorization from the business owner and property owner to file this application and receive a permit. I understand that the attached diagrams are a complete and accurate depiction of the signs to be used on the above location. I further understand that no signs will be permitted unless they are approved by this application.*

## Submittal Requirements

On attached sheet, please include the following information:

- **Building Mount Signs:** If there is to be a building face sign, include a scaled elevation of each building face that will have signs. Show the location and dimensions of each sign, and proposed copy if available. Be sure to include address numerals in the diagram.
- **Ground Mount Signs:** If there is to be a freestanding pole sign or a freestanding monument sign, include a scaled drawing of this sign showing height, dimensions and proposed copy if available.
- **Other Signs:** If a roof sign, projecting sign or screening fence or wall sign is proposed, include a scaled drawing of this sign showing height, dimensions, and proposed copy if available. (Note: These signs require special approval from staff.)
- **Existing Signs:** Include all existing signs that will remain in use or removed.
- **Plot of Property:** Include a dimensioned plot showing building locations and freestanding sign locations. Mark the location of building face signs on the buildings and relate the location of the freestanding signs to driveways and property lines.
- **NOTE:** Appropriate building permits must be obtained in addition to this application. If a building permit is required, three copies of the plans for the new/altered sign are required.

City Staff Use Only			
Application No.			
Existing Entitlement Project No.			
Zoning District:			
APN:			
Date Received:		Building Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Received By:		Date Approved:	
		By:	
Fee Paid:	<input type="checkbox"/> Staff Review \$84 <input type="checkbox"/> Director Review \$368 <input type="checkbox"/> Planning Commission Review \$735	Date Denied:	
		By:	