



City of South El Monte
Community Development Department
Planning Division

Sign Permit
Application

The purpose of the sign permit is to give a City Planner the opportunity to review a proposed sign to ensure it complies with the City's sign area, height, type and other design requirements. Signs are to be both functional and aesthetically attractive and should enhance the commercial and industrial areas of the City. Proposed signs that do not meet the City's requirements or that will diminish the City's image or general welfare will not be approved.

Fee: \$105.00

Business

Name: _____
 Address: _____
 South El Monte CA 91733
 Contact Number: _____
 Owner: _____
 Signature: _____

Applicant

Name: _____
 Address: _____

 Contact Number: _____
 Signature: _____

Describe all **Existing Sign(s)** on the property/building/unit. Include number, type, dimension, area and location.

Will any of these existing sign(s) be removed or replaced? Yes / No

Describe the **Proposed Sign(s)** being requested by this permit. Include number, type, dimension, area and location.

Building/Unit Frontage: _____ ft

Property Street Frontage: _____ ft

Department Use:

Granted: _____
 Denied: _____
 Date: _____

Permit No: _____

Bldg Permit Req'd: Yes / No

SIGN PERMIT INSTRUCTIONS

The following items are needed to obtain a Sign Permit:

1. Site Plan of Property

- Draw to Scale
- Delineate all property lines
- Outline all existing buildings and structure
- Show locations of all existing and proposed signs
- Dimension the building's/unit's frontage and the property's street frontage

2. Elevations

- If mounted on the building, illustrate the signs' positions on the building
- Illustrate the design and dimensions of the proposed signs
- Indicate the type of materials of the proposed sign
- Dimension the height of the sign to the ground

3. Completed Sign Permit Application. (On reverse side)

* Illustrations must accurately depict the position, design and size of the proposed signs.

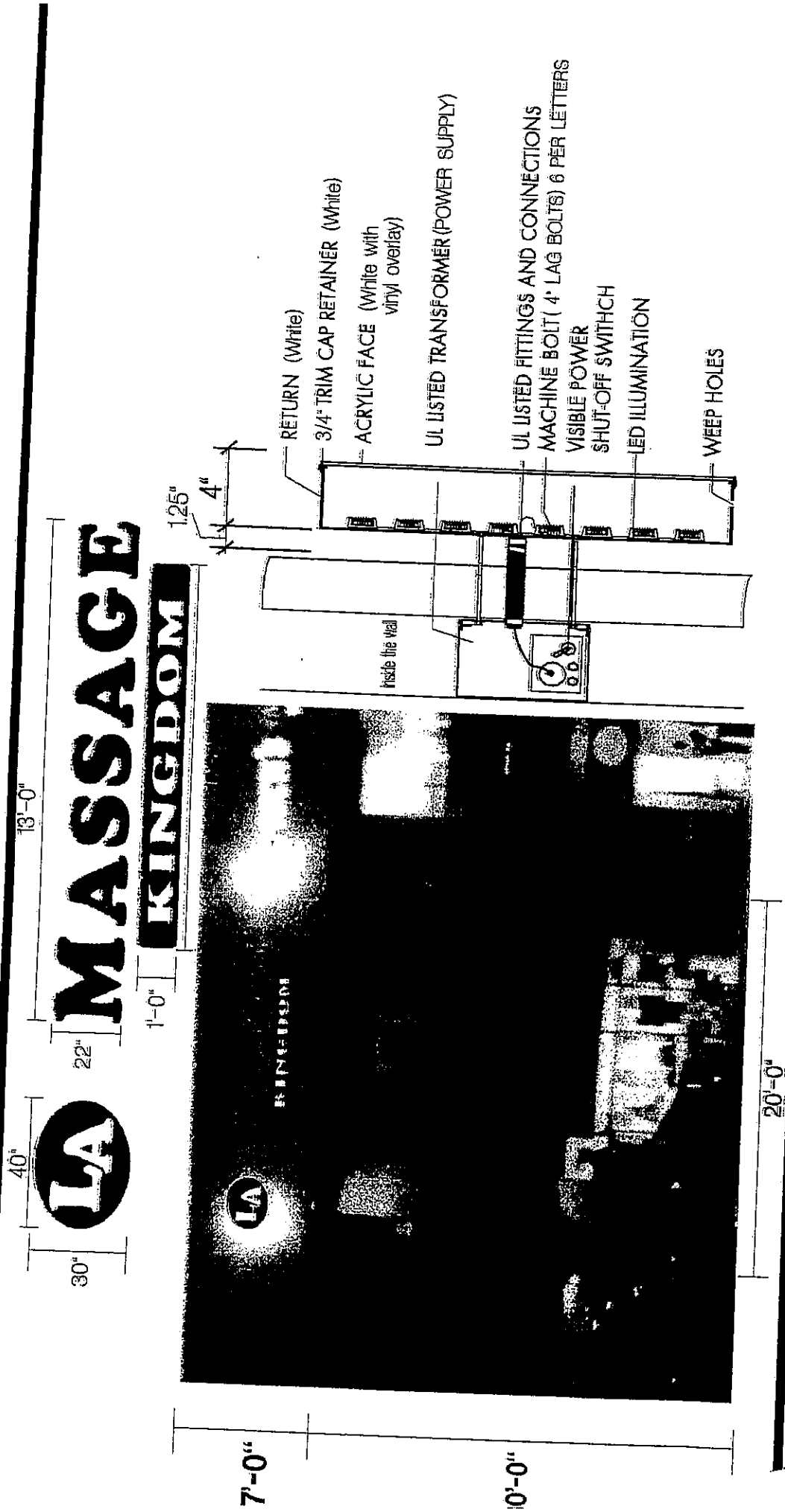
Submit the items listed above to the City's Planning Department to obtain a Sign Permit.

Please Note:

- Any and all new signs for a business, regardless of type size or location, require a Sign Permit prior to its installation or placement.
- Signs screwed into the building or supported by a pole require a Building Permit issued by the Building and Safety Department. Signs painted or glued onto the building do not.
- Illuminated signs require an Electrical Permit.
- Pole Signs and Monument Signs must have engineered footings. Engineering calculations must be provided to the Building and Safety Department for a building permit.
- For wall signs, for every 1 linear foot, 1.5 square feet is allowed for the sign.

EXAMPLE

EXAMPLE



AUTHORIZED APPROVAL
 I have reviewed and approved the sign detailed herein, to be fabricated per the specifications shown on this drawing.
 DATE: _____
 CLIENT ARCHITECT LANDLORD

Job#	Date:
Scale:	
Design:	

job address:
9661 Garvey Ave.
S. El Monte, CA 91733

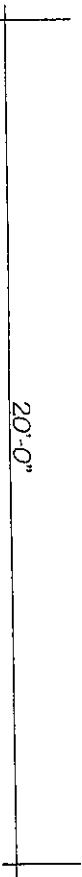
2116 Seaman Avenue
 South El Monte, CA 91733
 626-258-2277
 626-258-2224 fax

Signature: *[Handwritten Signature]*
 Date: 2-9-12

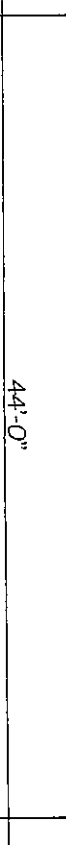
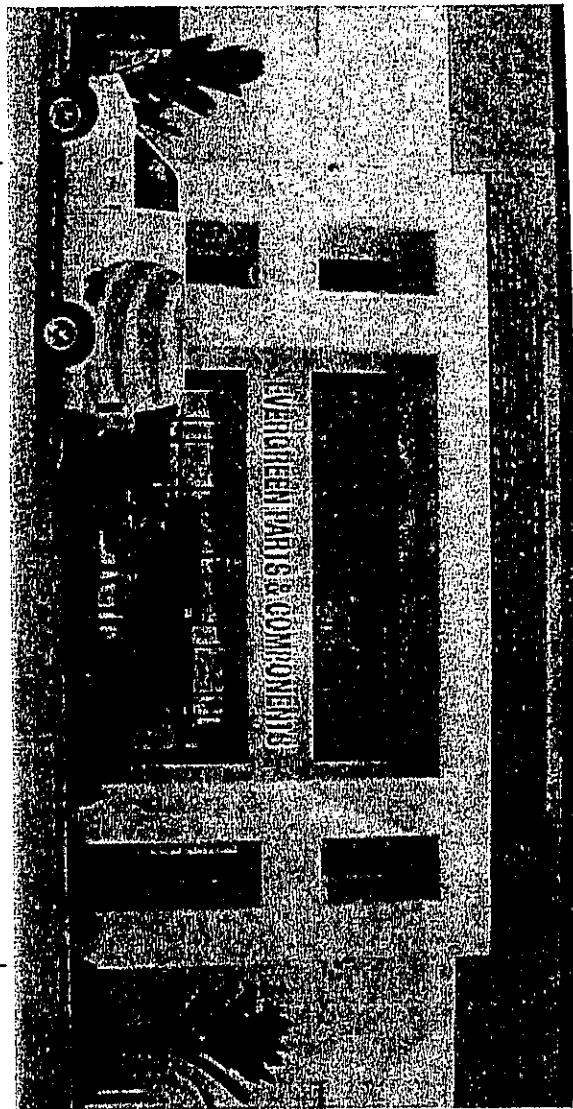
1/2" x 1/2" x 1/2"

EXAMPLE

18" **EVERGREEN PARTS & COMPONENTS**



PROPOSED ONE SET NON-ILLUMINATED WALL SIGN, TO BE FABRICATED BY 1/8" THICK RED ACRYLIC FACE WITH 2" THICK FOAM BACKING. ALL LETTERS ARE TO BE MOUNTED ON WALL BY SILICONE GLUE.



This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign



SIGNS EXPRESS MFG. CO.
 1438 SANVA ANITA AVE., SOUTH EL MONTE, CA 91733
 Tel: 626-463-3333 Fax: 626-463-3332
 STATE LIC. #552207 + UL APPROVED #E-119588

Job Name: **EVERGREEN PARTS & COMPONENTS**

Address: **1527 CHICO AVE., SO. EL MONTE, CA 91733**

Date: **4-5-11** Drawing #: _____ Drawn by: _____

Revisions: **A** **A** **A** **A**

SIGNS EXPRESS does NOT provide primary electrical to sign location.

RESPONSIBILITY BY OTHERS: _____

CUSTOMER APPROVAL

Customer signature: _____ Date: _____

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Handwritten signature

4/15/11