



For City Staff Use Only	
Sign Permit #:	Date Submitted:
Received By:	Related Projects:

# SIGN PERMIT

The City of Lake Elsinore’s Municipal Code (LEMC) requires that all permanent signs and most temporary signs installed within the City receive a Sign Permit prior to installation. The LEMC or a project specific sign program will regulate signs within the City.

## PROPERTY INFORMATION

Address:	APN:
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Current Use & Condition:
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## CONTACT INFORMATION

Property Owner	Applicant
Name:	Name:
Mailing Address:	Mailing Address:
City/State/Zip Code:	City/State/Zip Code:
Phone:	Phone:
Email:	Email:

## SUBMITTAL REQUIREMENTS

Project Plans (three sets & drawn to scale) The plans must include the following information:

- **Location:** Show the location of the property lines and building(s) on-site in relation to the major cross. If the site or building is multi-tenant, identify the location of the specific suite and name of shopping center.
- **Wall sign:** Show a building elevation with the proposed sign location(s). Show the dimensions of the sign(s) and the length of the building . Include the distance from the ground to the bottom of the sign. Provide a detail of the proposed sign(s) which depict the dimensions of the sign, maximum letter/logo height, maximum sign length, color of the sign face and returns, type of sign material, and letter style.
- **Freestanding sign:** Provide an elevation (view of the sign) Provide a detail of the proposed sign(s) which depict the dimensions of the sign, maximum letter/logo height, maximum sign length, color of the sign face and returns, type of sign material, and letter style.
- **Structural:** Provide a separate detail and cross section showing the depth of the sign, structural supports, method of attachment and connections and locations of any other applicable accessories.
- **Electrical:** Provide details showing sign or lighting installation for any electrical sign(s) and outline lighting, and if applicable, drawings and calculations for structural loading, prepared by a registered engineer.

# SIGN INFORMATION (CHECK ALL THAT APPLY)

<input type="checkbox"/> Wall Mounted	<input type="checkbox"/> Freestanding
<input type="checkbox"/> Banner	<input type="checkbox"/> Change of Face
<input type="checkbox"/> Other	<input type="checkbox"/> Other

Describe proposed work:

## APPLICANT SIGNATURE

The undersigned hereby certifies that all the information in this application is true and correct; that the signatures represent all the property owners of record or authorized agent; and that permission is hereby granted to the City to inspect the property to ensure compliance with this approval and applicable City requirements.

Property Owner(s)

Name (Print):	Signature:	Date:
Name (Print):	Signature:	Date:

Authorized Agent

Name (Print):	Signature:	Date:

## STAFF REVIEW

Property's Zoning:	Yes	No	N/A
Sign Program (Name: _____ )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is/are the proposed signs consistent with the Municipal Code or Sign Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is/are the proposed signs approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reviewed By:

Name (Print):	Signature:	Date:

Conditions of Approval: \_\_\_\_\_

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