

CITY OF COALINGA SIGN PERMIT APPLICATION PROCEDURES

1. BUILDING PERMITS FOR SIGNS

Sign building permits are issued to licensed sign installation contractors, general contractors, or the owners of the property when such owner is utilizing the entire property for his/her own use. In addition to the administrative zoning permit, a building permit is required to assure compliance with the 2007 Building Code and 2007 Electrical Code. Upon receiving zoning approval, the applicant is to obtain a sign permit from the Building Department. No footings for a freestanding sign shall be poured until structural components have been approved by the Building Department.

2. SIGN PERMIT APPLICATION AND SIGN ORDINANCE AVAILABILITY

Sign permit applications may be obtained from the City of Coalinga Planning and Development Division, located at 155 W Durian, Coalinga, CA 93210. Applications are available at the front receptionist's desk; also available are copies of the sign ordinance. Application for a City sign permit does not preclude an application being submitted to the California Department of Transportation for erection of signs on all applicable State Right-Of-Way areas.

3. SUBMITTAL AND PROCESSING OF COMPLETED PERMIT APPLICATION

A Completed permit application and fee shall be submitted to the Planning and Community Development Department staff.. Staff shall review each permit application to assure that it complies with the sign ordinance. If the application is found to be incomplete or otherwise inconsistent with the sign ordinance, the applicant shall be notified within five (5) working days from the date received. Applications found to be consistent with the sign ordinance shall receive an administrative zoning permit and shall subsequently be reviewed for compliance with the 2007 California Building Code (building permit fees will apply).

4. PERMIT APPLICATION INFORMATIONAL REQUIREMENTS

- (a) Sign location address, legal description, and APN (Assessors Parcel Number.
- (b) Description of presently existing signage and location on the property.
- (c) Description of proposed signage and specific location on the property (three (3) copies of scaled drawings are required as specified on the permit applications).
- (d) Signature of applicant and property owner authorizing placement of signage.

5. DETERMINATION OF SIGNAGE DIMENSIONAL REQUIREMENTS

Signage size and number of allowances are determined in accordance with criteria set forth in the sign ordinance. Planning staff are available to answer any questions that may arise in interpreting ordinance requirements.

6. SIGN PERMIT FEE

Planning Application Fee:	\$75.00
Building Permit Fee:	\$73.50 (each additional sign \$4.75)