760 Mattie Road, Pismo Beach, CA 93449
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COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION
SIGN PERMIT CHECKLIST

SIGN PERMIT CHECKLIST AND SUPPLEMENTAL INFORMATION

We accept application materials in digital format but may request hard copies of documents and plans as necessary for review and processing. Digital files must be in PDF format, and in a resolution appropriate to support digital review of all plan and map details. Digital submittals must be submitted through our Online Portal.

SUBMITTAL REQUIREMENTS

The following items must be submitted as part of the project submittal:

- ☐ Completed Land Use Application Form
- ☐ Application Fee (Schedule of Fees is available on our City's website)
- ☐ Digital copy of the plans uploaded to the Online Portal.
- ☐ Plans including:
  - Site Plan: showing building, dimensions of lot, and location of street
  - Building Drawings: scaled drawing of elevation(s) of building showing
    - Where sign(s) will be attached, including height from ground level
    - Width of store frontage(s)
    - Height of wall(s)
    - Similar *details for any other signage already existing, indicating whether it is to be removed or to remain*[1]
  - Sign Drawings:
    - Dimensions of sign(s) *see illustration below*
    - Colors
    - Letter sizes and style
    - Materials
    - Method of attachment
    - Method of illumination
    - Structural details – support or attachment details
    - Dimensions and *types of any existing signs to remain*[1]
  - Any existing signage, noting whether it is to remain or be removed
  - Approval from Factory Outlet Center management

[1] Information on existing signage will be used to determine compliance with regulations. No permits will be issued for existing signage unless specifically requested.

Measuring Sign Area

