



**SUSANVILLE COMMUNITY DEVELOPMENT DEPARTMENT**

**Building Division**

66 North Lassen Street, Susanville, CA 96130

(530) 252-5117 Fax (530) 257-4725

[www.cityofsusanville.org](http://www.cityofsusanville.org)

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**SIGN PERMIT  
PROCEDURES AND REQUIREMENTS**

1. A Sign Permit is required for all new and structurally modified signs and for any change of copy on an existing sign in the City of Susanville.
2. All signs must comply with the requirements of the Zoning Ordinance which can be found on-line at [www.cityofsusanville.org](http://www.cityofsusanville.org); navigate to the Municipal Code Reference (upper left side of screen). The Zoning Ordinance is in Title 17 and the sign requirements can be found in §17.128.010. If you have any questions or concerns please call (530) 252-5117.
3. The Building Permit Application can be found on line at [www.cityofsusanville.org](http://www.cityofsusanville.org); navigate to Building Division - Forms.
4. Submit the Building Permit Application, and three sets of detailed drawings / plans (in full color) to the Susanville Community Development Department Building Division located at the above address.
5. See Sign Permit Submittal Requirements for content of plans
6. Fees are due at the time of permit issuance. Fees will be calculated by the Building Division and are based on the total valuation of the project (there is no charge for plan review).
7. An illuminated sign will require an electric (trade) permit fee unless the proposed sign is replacing an existing sign that already has an existing electric supply that will be used
8. Strong Motion Seismic Hazard Mapping fees are charged on all new signs based on the valuation of the project (value x .00021 = fee for commercial signs), or a minimum fee of \$0.50.
9. Approximate time to approval is one week from the date of submittal if the package is complete and no corrections or modifications to the plans are needed.
10. Sign Permits can be issued over-the-counter or by mail.
11. All sign permits must be approved by the Planning Division for compliance with the City of Susanville Zoning Ordinance.
12. Signs along Main Street may need an encroachment permit from the California Department of Transportation. For more information, contact the Permits Division of Cal Trans at (530) 225-3400.