



SUSANVILLE COMMUNITY DEVELOPMENT DEPARTMENT

Building Division

66 North Lassen Street, Susanville, CA 96130

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

www.cityofsusanville.org

SIGN PERMIT SUBMITTAL REQUIREMENTS

ITEMS REQUIRED FOR SUBMITTAL:

1. Completed Building Permit Application
2. Three (3) sets of detailed plans in full color
3. Cost estimate for all materials and work to be done
4. Fees: to be determined by the Building Division at the time of permit issuance

Note: One permit application may include multiple signs on the same zone lot

PLAN CONTENTS FOR SIGN COPY MODIFICATION ONLY:

1. Plans submitted shall have a sheet size: 8-½" x 11", 11" x 17" or larger
2. Three (3) sets of detailed plans in full color
3. Drawings shall be detailed, to scale and in color showing the dimensions, design, structure and location of the sign

PLAN CONTENTS FOR ALL OTHER TYPES OF SIGN PERMIT SUBMITTALS:

All Sheets:

1. Plans and other drawings submitted shall have a sheet size: 8-½" x 11", 11" x 17" or larger
2. Scale: 1' = ¼" or larger for sign (all drawings must be to scale)
3. Sheet Numbering shall be the following format: Sheet ____ of ____ Sheets
4. Title Block on each sheet must include:
 - Project Name
 - Project address or location
 - Assessor's Parcel Number
 - Name / address of preparer
 - Phone / fax number of preparer
 - Date drawn and date of each revision

Site Plan: (required for all free standing or monument signs)

1. North Arrow and scale must be shown on all sheets
2. All boundary lines must be clearly dimensioned and be shown with a heavy dark line
3. Show adjacent streets with street names
4. Location of sign with dimensions to property line
5. All existing structures on or off site that are adjacent to sign
6. Size and location of all existing and proposed utilities (and appurtenances) such as sewer, water, natural gas, storm drains, fire hydrant locations, etc. in the vicinity of the proposed sign
7. Size and location of any required planters or landscaped areas around sign
8. Irrigation and landscape plan for required planter or landscaped area

Sign Plan:

1. Drawing, computer generated image or a photograph of proposed sign in color
2. Dimensions and square footage of sign
3. Fully dimensioned building elevation (length and height) showing exact placement of sign on the building and showing height from ground to bottom of sign
4. Details of how the sign will be affixed to an existing structure or details for footings. It is possible that an engineering detail may be required to show how the sign is affixed to a structure or for footings and pole of a free standing sign.
5. For free standing signs show fully dimensioned footing, pole or base and sign mounting details
6. If the sign is illuminated, show any necessary information on drawings regarding electrical components