



# CITY OF ISLETON

## PLANNING DEPARTMENT

### SIGN PERMIT APPLICATION CHECKLIST

Please provide one copy of a completed Isleton Sign Permit Application. The property owner must sign the Sign Permit Application or the applicant must submit a rental lease or letter signed by the owner authorizing the applicant to submit the Sign Permit Application. The Permit Number will be assigned by City staff. Please feel free to contact staff for clarification or help with any item on the Sign Permit Application. The City of Isleton recommends you review the Sign Regulations relative to the zoning district where the sign(s) will be placed before completing a Sign Permit Application and required materials. A sign permit should be secured prior to ordering or fabricating signs or awnings.

=====

In addition to a completed Sign Permit Application, please provide 3 copies of a Site Plan, Sign Plan and Mounting Details as follows:

*Staff Use:*

*Complete :*

**1) SITE PLAN An 8-1/2" x 11" Site Plan for the property on which the sign(s) will be placed including:**

- a. Location of existing and proposed signs on site.
- b. Square footage and type of each sign and total square footage for all signs.
- c. Give each sign a number starting with the number 1.
- d. For suspended or projecting signs please note distance from sidewalk to bottom of sign.
- e. For wall signs add an additional sheet showing dimensions and square footage of building walls on which signs will be placed.
- f. For monument signs show sight distance from driveways and intersection corners.

**1) SIGN PLAN A scaled 8-1/2" x 11" color drawing of each proposed sign including:**

- a. Number each sign corresponding to number shown on the site plan.
- b. Message that will appear on sign including typeface, font, and design details.
- c. Dimensions in feet and total square foot area of proposed sign.
- d. Height from ground of all monument and freestanding signs.

Phone: (916) 777-7770

City of Isleton  
P.O. Box 716  
Isleton, Sacramento Co, CA 95641  
Email: [yvonne.zepeda@cityofisleton.com](mailto:yvonne.zepeda@cityofisleton.com)

Fax (916) 777-7775

1) **MOUNTING DETAILS** Mounting details may be placed on the Sign Plan or as a separate sheet but must include the following:

- a. Description of materials used in construction of sign.
- b. Type and number of bolts, brackets and fasteners used to install the sign.
- c. Thickness and approximate weight of sign for suspended or projecting signs.
- d. Means of lighting including shielding, type, and size of lamps (if applicable).
- e. For monument signs include footing details and wind load calculations.
- f. For suspended signs provide details of anti-sway devices.

The Building Department may require engineered Mounting Details if public safety is in question.

CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_