



PERMANENT SIGN PERMIT APPLICATION

Prior to the installation of any sign, a Sign Permit from the Planning Division, and a Building Permit (if applicable) is required. Refer to Chapter 18.56 (Sign Ordinance) of the Galt Development Code for development standards for signs. Please indicate below the type of Sign Permit being requested.

- New Permanent Sign Modification to Existing Permanent Sign
 Master Sign Plan Amendment to Master Sign Plan

Project Site Address: _____

Assessor's Parcel No. (APN): _____ Zone: _____

#/Type(s) of Proposed Sign(s): _____

Applicant: _____

Mailing Address: _____

City, State, Zip; _____

Phone: _____ Email: _____

Property Owner (If different from Applicant): _____

Mailing Address: _____

City, State, Zip; _____

Phone: _____ Email: _____

Sign Contractor: _____

Mailing Address: _____

City, State, Zip; _____

Phone: _____ Email: _____

Note: Permits can only be issued to **property owners, commercial property lessees (or their authorized representatives) and licensed contractors**. If permit is obtained by a contractor, contractor must provide license verification, certificate of insurance for Worker's Compensation and copy of contract between sign contractor and applicant showing the valuation of the proposed sign.

OFFICE USE ONLY	
Date Filed: _____	Application Taken In By: _____
Project # _____	Receipt Amount: _____

Permanent Sign Permit Application Submittal Requirements

Note: All exhibits larger than 8 ½" x 11" must be FOLDED prior to submittal.

- Valuation of sign(s) _____
- Copy of a current City of Galt Business License
- Completed application form and fees
- Three (3) copies of the following exhibits. Exhibits must provide the information listed below, otherwise, they will not be accepted.

Sign Plan

- Type(s) of sign(s)
- Dimensions (height, length, area)
- Height of sign above grade
- Materials and colors
- Text
- Illumination type
- Enhanced design features (if any)

Master Sign Plan (if applicable)

- Maximum letter height and type
- Color scheme (if desired)
- Appropriate sign locations (designated sign band areas, freestanding signs, rear entry signs, etc.)
- Special construction requirements
- Enhanced design features (if any)
- Specific restrictions of certain sign types (window signs, painted signs, etc.), including special illumination

Site Plan

- Project name, north arrow, scale and vicinity map. Note: scale shall not be less than 1" = 40'
- For entire site, all improvements, including property lines, all on-site structures, setbacks, parking, etc.
- Building and property entrances, and all adjacent streets
- All proposed and existing signs, including sign sizes/area
- Linear feet of street frontage of subject business location and gross floor area of the principal building in which the business will be conducted

Building Elevations (for wall sign proposals only)

- All sides of the building, drawn to scale, on which walls signs are proposed
 - Location of proposed and existing signs, including dimensions
- Two copies of a footing detail, detail showing attachment to the structure, an electrical detail and engineering calculations, as applicable. Electric signs must include UL approval for electric fixtures and components.

I hereby certify, under penalty of perjury, that I am the property owner or am authorized by the property owner(s) to submit this application. I further certify that this application has been prepared in compliance with the requirements of the Galt Municipal Code, that the materials are being submitted as a formal application for the request noted on this application, and that the statements and information above referred to are, to the best of my knowledge and belief, in all respects true and correct.

Applicant: _____ Date: _____

Legal Owner: _____ Date: _____

(NOTE: If applicant is different from the owner of record, signed authorization from the owner is required for application processing)