

INFORMATIONAL HANDOUT for SIGN PERMITS

Building permits are required for the installation of all commercial signs. Copy changes that do not require a building permit must contact the Planning Department to determine if a Sign Permit is required from that Department. Plans for signs requiring a building permit are submitted to the Building Department and then routed to the Planning Department for a determination of consistency with the County Sign Ordinance (Sec. L-II 4.2.12). A copy of the ordinance is available from the Planning Department. Many new sign standards were adopted on June 27, 2000 and it is advisable to have your plans reviewed by a Planner before submitting them to the Building Department for a permit. The following is a summary of standards applicable to commercial or industrial signage:

SIZE: Total aggregate sign area cannot exceed 2 square feet of signage for every one lineal foot of building frontage. Individual buildings occupied by multiple tenants shall measure sign area by the frontage provided for each tenant space. For corner lots, an additional one square foot of sign area is allowed for each lineal foot along the side of the building. For signs composed of individually mounted letters or letters painted on a wall, sign area is calculated by drawing the smallest possible box around the letters. Two-sided signs with identical faces will have only one side counted as sign area.

TYPE:

1. Wall signs: One wall sign for each street or parking lot frontage may be placed on any building, however no more than 2 signs are permitted for each business or tenant. Wall signs may not cover more than 15% of a building façade or tenant store front. Wall signs facing a restricted access highway shall not exceed 7.5%.
2. Freestanding Signs:
 - Pole signs: are limited to 10' in height, except that freeway/highway related businesses in Community Regions may be 25' in height if the additional height is necessary for visibility from the freeway or highway.
 - Monument Signs: one monument sign per parcel is allowed for Commercial and Industrial zoning districts, except that a second sign is allowed for Centers located on corner parcels with access to a secondary road. Single tenant monument signs may not exceed 25 square feet and a 5' height. Secondary signs are limited to 15 square feet in area. in the Eastern County, a ten foot height is allowed. Signs for a multiple tenant center shall not exceed 50 square feet and a height of 6', except that a 10' height is allowed in Industrial zones.
 - Gas Pricing Signs: signage required by the State is not counted as overall sign area, however, maximum size may not exceed the State requirement for wording and size.

LOCATION: All freestanding signs shall maintain a 2' setback from property lines, and must be placed in landscaped areas.

LIGHTING: When lighted, all signs shall be illuminated by continuous, non-pulsating, shielded and stationary light sources, using top-mounted light fixtures which shine light downward. External light sources shall be directed at the sign so as to illuminate only the sign face. Internally illuminated "cabinet" signs are prohibited. Internally illuminated signage shall be allowed only in Community Regions and limited to individually lit channel letters. Signs may be lit only during those hours that the business being advertised is open for business.

DESIGN REVIEW: Design review, conducted by the Zoning Administrator, shall be required for new or replacement signs that are not part of a land use permit, or that differ from previously approved signage. New or replacement signage on a site that has been previously reviewed for design compatibility through a discretionary permit, or that has been approved as part of a comprehensive sign program, shall not require new design review if replacement signage is consistent with the previously approved signage or comprehensive sign program, and with current standards.

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