



City of Gilroy
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
7351 Rosanna Street, Gilroy CA 95020
(408) 846-0451 (408) 846-0429 (fax)
www.cityofgilroy.org

File # _____

Encompass # _____

SIGN PERMIT APPLICATION

**THIS IS NOT A BUILDING PERMIT APPLICATION. A SEPARATE BUILDING PERMIT MAY BE REQUIRED.
PLEASE CONTACT THE BUILDING DIVISION AT (408) 846-0430 FOR FURTHER INFORMATION**

Business Name: _____

Business Address: _____

Applicant is: Contractor Business Owner Property Owner

Applicant: _____ Phone Number: _____

Applicant Address: _____

Zoning of Property: _____ APN: _____

Present use of property: _____ Width of Building Frontage: _____ ft

Submittal Requirements:

All signs shall be clear, legible and accurately scaled or dimensioned and include the following:

A. Detailed elevation of sign(s), new and existing, showing:

- Dimensions of sign(s)
- Color
- Size and letter style of sign copy
- Sign materials
- Method of illumination

For free-standing signs show the following:

- Height of sign – defined as the vertical distance from the soil level of the surrounding area to the highest point of the sign or any vertical projection.

B. Schematic building elevation showing

- Dimensions of building
- Location of existing and proposed signage
(Photo simulations may be submitted for sign copy changes)

C. Site plan showing

- Tenant space location

For free-standing signs show the following:

- Location of proposed free-standing sign with setbacks to property lines
- Easements

D. Installation detail showing cross section through the sign and specifications of hardware and materials

Filing fee for sign permit:

First 25 square feet: \$126.00 (or copy change only)
25 Square feet and over: \$29.00 for each additional 25 square feet

Sign Area = The entire area within a single continuous perimeter of not more than eight (8) straight lines forming right angles enclosing the extreme limits of writing, representation, emblem, or any figure of similar character, together with any material or color forming an integral part of the display, or used to differentiate such sign from the background against which it is placed. The supports, uprights or structure on which any such sign is supported shall not be included in determining the sign area unless such supports, uprights or structure are or is designed in such a manner as to form an integral background of the display. In computing maximum permissible sign area, all signs designed or likely to be seen from off the premises upon which the signs are located or proposed to be located shall be included in determining conformance with this Ordinance. For three (3) dimensional signs, the sign area of one side, and the sign area of the side perpendicular to the first side, are calculated in the manner prescribed above, and combined to become the total sign area.

Existing Signs: (indicate if existing sign(s) will be removed or if application is for a copy change)

Type of Sign	Dimensions (width/height)	Square Footage

New Signs:

New Sign #1
 Awning Sign___ Building Attached Sign___ Monument Sign___ Window Sign___ Other_____

Height_____ Width_____ Area (sf)_____ Illumination: Internal External Non-Illuminated

New Sign #2
 Awning Sign___ Building Attached Sign___ Monument Sign___ Window Sign___ Other_____

Height_____ Width_____ Area (sf)_____ Illumination: Internal External Non-Illuminated

New Sign #3
 Awning Sign___ Building Attached Sign___ Monument Sign___ Window Sign___ Other_____

Height_____ Width_____ Area (sf)_____ Illumination: Internal External Non-Illuminated

Total square footage of all signs (including existing): _____ sq. ft.

I hereby certify that the information in the application package submitted is complete and correct to the best of my knowledge:

Applicant Signature: _____ Date: _____

Property Owner/Manager Signature: _____ Date: _____

Property Owner/Management Phone Number: _____

PLANNING DIVISION USE ONLY

Date Filed: _____ Fees: _____ By: _____

Comments/Conditions: _____