



**City of Placerville
Development Services
Department**

**Sign Permits and
Submittal Requirements**

Signs are subject to all standards, size limitations, and placement restrictions set forth in the City's Sign Regulations ([City Code 10-4-17](#)), consistency with [Chapter VIII. Signage](#) of the City's Development Guide, and where applicable, an approved Master Sign Plan for an existing commercial center.

Please Note:

- New signage for any commercial center site having three or more nonresidential occupants, without a Master Sign Plan, per City Code 10-4-17(H) will require submitting a Master Sign Plan to Development Services for processing. Such plan must be approved by the Planning Commission prior to issuance of any permit for signs.
- A pole sign (as defined under the Sign Regulations) if proposed is subject to the specific criteria under the Sign Regulations, and requires a Conditional Use Permit in accordance with City Code 10-3-6.

Prior to installation, signs must be submitted for approval of a Sign Permit (Construction Permit) by the Development Services Department - Building Division. Three (3) sets of the plans are required with the Construction Permit Application and should include a site plan, showing sign location(s), and architectural drawings and structural drawings."

Required Sign Permit Application Submittals

1. Site Plan which shows:
 - a. North arrow and scale
 - b. Parcel location, dimensions, street(s), street rights-of-way, sidewalk, vehicular access points
 - c. Business frontage: A building's business frontage, per City Code 10-4-17(B), is:
The lineal front footage of a building or portion thereof devoted to a specific business or enterprise, and having an entrance/exit open to the public.
 - d. Location of existing buildings or structures and off-street parking areas located on the premises
 - e. For freestanding signs, indicate the proposed location of the sign and distance from any property lines
 - f. For building signs, indicate the proposed building elevations where the sign is to be mounted
 - g. Locate all existing freestanding signs and indicate their dimensions and distance from any property lines (photos are helpful and may be required)
 - h. The number, size, type and location of all existing signs on the same building, site or premises, and indicate their dimensions. Again, photos are helpful and may be required.
 - i. Colors and materials of existing buildings

2. A scaled drawing showing the design of the sign(s) which follows:
 - a. Dimensions of proposed sign structure and dimension of sign copy (lettering/numbering and graphics)
 - b. Colors and materials
 - c. Method of attachment, to include any structural information and plans necessary to ensure compliance with the latest applicable building codes.
 - d. Source of illumination (if applicable) and showing the relationship to any building or structure to which it is proposed to be installed or affixed or to which it relates. Drawing shall be no smaller than 8.5" X 11" and no larger than 11" X 17", and must be of sufficient clarity to indicate nature and extent of work to be done.
3. Other information as the Development Services Department may reasonably request to determine that the proposed application is in full compliance with the provisions of City Code [10-4-17: Sign Regulations](#) and consistency with [Chapter VIII. Signage](#) of the City's Development Guide.
4. Proof of the consent of the property owner or other person in control or possession of the property. For example, if the subject property is leased and the applicant is the lessee, the lessee must demonstrate that the sign complies with all provisions of the lease related to signage, or submit a written landlord's consent.
5. Completed and signed City of Placerville Construction Permit Application form. The [Building Division - Construction Permit Application Information](#) webpages are where you can obtain application forms, and find information about the application submittal process.
6. Plan Check and Construction Permit fees. Contact the Building Division at (530)642-5240 to assist you with fee calculation.

*Should a Master Sign Plan be required for the site, the application and submittal requirements may be accessed [HERE](#). The application fee for a Master Sign Plan is \$250.00.

Development Services Department
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