

# **SIGN PERMIT APPLICATION PACKET**

## **The City of Ripon**



***Community Development Department***

**PROCESSING INSTRUCTIONS:** When submitting a Sign Permit Application, also submit a diagram showing:

- The position of the sign in relation to adjacent buildings, structures, streets, etc.
- The design and size, structural details and calculations, and proposed location on the premises of the signs.
- A statement showing the type, size, and dimensions of all signs existing on the premises at the time of making such application.
- For canopy or wall signs, a statement designating the principal frontage of the building or structure upon which the sign is to be located.

**WHEN BUILDING PERMITS ARE REQUIRED:** Building permits are required for signs in many installations. Prior to submitting plans for a building permit, a sign permit application must be submitted to the Community Development Department for review and verification that the sign meets the sign ordinance requirements. Contact the Building Department to determine whether a building permit will be required before installation begins.

Common installations that require a building permit are:

- Signs that have new electrical components, lights, etc.
- A free-standing monument sign.
- Pole signs.
- Signs that are wall mounted and project out in a perpendicular plane.
- Some wall mounted signs.

Common installations that do not require a building permit are:

- Refacing of existing plastic material
- Painting, repainting or cleaning of an advertising structure or the changing of an advertising copy or message thereon unless a structural change is made.

If a building permit is required the following items must be submitted to the Building Department:

- Completed building permit application.
- Two sets of plans to include the following:
  - a. Plot plan indicating location of signs.
  - b. Architectural "sign" depictions.
  - c. Construction details to include electrical wiring equipment and method, foundation designs and structural designs, etc.
- U.L. approved numbers or other approved agency approval numbers for electric signs.
- Completed "owner-builder" form, if applicable.
- Certificate of worker's compensation, if applicable.

General Information:

- Building permits may only be issued to the legal owner of the property or to a licensed contractor.
- A certificate of worker's compensation from insurance carrier must be provided if required by the Worker's Compensation Laws of California.
- A City business license is required.

**APPEAL PROCEDURE:** Any applicant or affected person not satisfied with the decision of the planning department, may file an appeal to the Planning Commission. The appeal, requiring a public hearing, must be filed in writing with the planning director within fifteen (15) days after the decision is rendered, and shall be accompanied by the appropriate appeal fee, as established by resolution of the city council. \*Any applicant or affected person not satisfied with the decision of the planning commission may file an appeal with the city council. The appeal, requiring a public hearing, must be filed in writing with the city clerk within fifteen (15) days after the decision is rendered, and shall be accompanied by the appropriate appeal fee, as established by resolution of the city council. The city council shall render a decision within forty-five (45) days after the filing of the appeal.

# Sign Permit Application

**City of Ripon**  
259 North Wilma Ave.,  
Ripon, CA 95366  
FAX 209-599-2685  
Phone 209-599-2108

<b>For Official Use Only</b>	
SP# _____	Fee _____
<b>Completed App. ( ) Yes ( ) No</b>	
Approved: _____	

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**PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

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**APPLICANT:** (Sign Owner)

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

**PROPERTY ADDRESS:** \_\_\_\_\_

Parcel No. \_\_\_\_\_ Present Zone/Use: \_\_\_\_\_

**SIGN TYPE:**

( ) Wall ( ) Free Standing ( ) Monument ( ) Freeway ( ) Other: (Specify) \_\_\_\_\_

Describe how the sign will be attached, erected, painted, etc:

( ) attached; \_\_\_\_\_

( ) erected; \_\_\_\_\_

( ) painted; \_\_\_\_\_

Describe where the sign will be placed on a building, other structure, or lot:

( ) a building; \_\_\_\_\_

( ) other structure; \_\_\_\_\_

( ) a lot; \_\_\_\_\_



I hereby certify, under penalty of perjury, that the information provided herein is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date