



## SIGN PERMIT CHECKLIST

1.  Six sets of Plot Plan\*
2.  Six sets of Building and Sign Elevations
3.  Materials and Colors for letters, backgrounds returns, frame, and any visible support elements
4.  Detail drawings (Section) of any electrical components (raceways, transformers, etc.)
5.  Inventory of existing and proposed signage area on building.
6.  Letter of authorization from the property owner
7.  Completed Application Form
8.  Fee: \$170 for individual tenant sign  
\$930 for a comprehensive Sign Program

**Community Development – Planning Services**

P. O. Box 391, Redwood City, CA 94064

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## SIGN PERMIT REQUIREMENTS

### Incomplete applications will not be accepted.

A Sign Permit is required for all new signage and for changes, repairs or modifications to existing signage (i.e. change of business name, logo, etc.). The following material must be submitted in order to review a Sign Permit application:

1. Six sets of the **Site Plan** drawn to scale and completely dimensioned (recommended scale 1/8" or 1/10"). Show all property lines, frontage dimensions, buildings, as well as all locations of existing and proposed signs.
2. Six sets of the **Building and Sign Elevations** drawn to scale and completely dimensioned (recommended scale 1/4" or 1/8"). The elevations shall show sign and letter dimensions, typeface, and message of all existing and proposed signs, and height from grade of each sign, and the dimensions and areas of building walls on which signs are located.
3. Six sets of **Section** details showing all connections and the profile of the sign and the building wall if it is attached.
4. **Materials and colors** for letters, backgrounds returns, frame, and visible support elements shall also be identified. Detail drawings of any electrical components (raceways, transformers, etc.) are also required.
5. An **inventory** of existing and proposed signage area on the site, individually listed (in square feet) and keyed to the site plan.
6. A **letter of authorization** from the property owner authorizing the proposed work.
7. A completed **Application Form**.
8. **FEE**: \$170 for individual tenant sign. \$930 for a comprehensive Sign Program.

**NOTE:** For Sign Permit Exceptions (existing signage only) please submit Items 6, 7 and 8 only.

### PROJECT REVIEW

Most Sign Permit applications and Sign Permit exceptions are reviewed by the **Architectural Review Committee** (ARC). This committee meets twice a month (every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month), therefore the processing time of your application is dependent upon the completeness of your application, your date of submittal and the volume of projects being reviewed by the Architectural Review Committee.

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# GENERAL SIGN REGULATIONS

## LOCATION

- 1) Sign display authorized only on building facade/frontage facing street or parking lot
- 2) Setback minimum 2 feet from curb (projecting sign) to 6 feet (freestanding)
- 3) No sign mounted on roof or projecting above roofline, wall, or eave
- 4) No sign obstructing ingress/egress of building, or impeding vehicular/pedestrian traffic or within site distance triangle

## NUMBER

- 1) Ground floor businesses may display each of the following (per facade):
  - a) 1 permanent building sign
  - b) 1 temporary sign
- 2) Number of freestanding signs subject to ARC review
- 3) Window signs are part of total allowable sign area

## SIZE

- 1) Combined square footage of all signs on property not to exceed 1.5 square feet of sign per 1 linear foot of lot frontage
- 2) In any event, each business entitled to minimum 50 square feet, but no sign to exceed 150 square feet
- 3) Combined area of all signs displayed on building facade per Table 1
- 4) Temporary signs not to exceed 32 square feet each
- 5) Freestanding signs not to exceed 150 square feet
- 6) Window display signs not to exceed 25% of glass area per storefront

## CONTENT

- 1) No off site signage is allowed

## HEIGHT (ABOVE GRADE)

- 1) Projecting signs (projects over 2" from wall)- must have a minimum vertical clearance of 8 feet
- 2) Freestanding signs- maximum height 15 feet (ARC may approve up to 24 feet)
- 3) Portable signs- not to exceed 5 feet on private property
- 4) See Broadway Mall ordinance for signs on public land
- 5) Residential district signs- not to exceed 6 feet
- 6) Any sign in a Visibility Triangle- not to exceed 3 feet

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