



## Commercial Architectural Permit Checklist

- Six sets of Site Plan
- Six sets of Building Elevations
- Six sets of Floor Plans
- Six sets of applicable Conceptual Landscaping Plans
- Color photographs of the street frontage(s) including photographs of neighboring buildings
- Six sets of Colored Elevations
- Letter of authorization from the property owner
- A physical display of material types and color chips
- Completed Application
- Fees: New Paint - \$100\*\*  
Alteration - \$600\*\*  
New Construction - \$1,000\*\*  
Properties over 1/4 acre - \$5,000 deposit
- Property owner
- Title Report

\*All drawings provided shall be folded to approximately 8 1/2" X 11" .

\*\* Properties less than 1/4 acre.

## Sign Permit Checklist

- Six sets of Site Plan
- Six sets of Building and Sign Elevations
- Materials and Colors of sign letters, backgrounds returns, frame, and any visible support elements
- Detail drawings (Sections) of any electrical components (raceways, transformers, etc.)
- Inventory of existing and proposed signage area on building or site
- Letter of authorization from the property owner
- Completed Application
- Fee: \$170 for individual tenant sign.  
\$930 for a comprehensive Sign Program.  
\$110 for temporary banners

\*All drawings provided shall be folded to approximately 8 1/2" X 11" .

## Community Development – Planning Services

1017 Middlefield Road, Redwood City, CA 94064

(650) 780-7234, FAX (650) 780-0128

[www.redwoodcity.org](http://www.redwoodcity.org) – E-Mail: [planning@redwoodcity.org](mailto:planning@redwoodcity.org)