



CITY OF SEASIDE
Planning Division
Sign Permit Application

SP-2026- _____
InCode # _____

TO BE COMPLETED BY APPLICANT

Project Address or Location: _____ **APN:** _____

Project Description (attach if needed): _____

Applicant / Primary Contact:

Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Email Address:** _____

Property Owner:

Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Email Address:** _____

Property Owner's Statement: *"By my signature, I hereby certify that I am the legal owner of record of the property identified in this application and that I approve of the requested action herein. I further certify that all data, information, plans and evidence submitted as part of this application is true and correct to the best of my knowledge."*

Signature: _____ **Date:** _____

Submittal Requirements

- 1. Plan Sets** - All plans shall be accurate and clearly drawn to scale on a minimum size of 11"x17" using either an engineer's or architect's scale.
- 2. Sign Description** – Provide dimensions on all proposed signs and related structures sufficient to calculate the sign area in accordance with Seaside Municipal Code Section 17.40.060. Provide the total existing and proposed sign area in square feet.
- 3. Sign Detail** - Provide a true-color sign detail drawn to scale. Include materials used and the methods of illumination and attachment.
- 4. Site Plan and Elevation** - Provide an accurately scaled site plan of the subject property and elevation of the structure where the proposed sign is to be affixed. Include the location and dimensions of all structures, the linear wall feet of all building street frontages, and the locations of all proposed and existing signs. Include the dimensions from any proposed freestanding signs to adjacent property lines.

Additional information may be required following initial review of the project.



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How to Submit

Option 1: Electronic Plans:

- a. Via email¹ to planning@ci.seaside.ca.us, or
- b. Via USB drive delivered in person

¹ *Emails 25 MB or larger will not be received. If the cumulative attachments are 25 MB or greater in size, please email via a file hosting service.*

Option 2: Physical Plans:

- a. For plans 11"x17", one set of plans, or
- b. For plans larger than 11"x17", four sets of plans

How to Pay

- a. In person via credit card, check, or cash, or
- b. Over the phone via credit card (arranged by the project planner), or
- c. Through the mail via check

Applications are not deemed submitted until both the application and the payment are accepted by staff.

_____ TO BE COMPLETED BY STAFF _____

Fees Charged Per Adopted Fee Schedule

☐ SIGN PERMIT

☐ TEMPORARY SIGN

☐ NONCONFORMING SIGN EXCEPTION

ACCEPTED BY: _____ DATE ACCEPTED: _____

FEE COLLECTED: _____ RECEIPT #: _____

FEE COLLECTED BY: _____ DATE PAID: _____