



For City Staff Use Only

Sign Permit #:

Date Submitted:

Received By:

Related Projects:

SIGN PERMIT

The City of Lake Elsinore's Municipal Code (LEMC) requires that all permanent signs and most temporary signs installed within the City receive a Sign Permit prior to installation. The LEMC or a project specific sign program will regulate signs within the City.

PROPERTY INFORMATION

Address:

APN:

Current Use & Condition:

CONTACT INFORMATION

Property Owner

Applicant

Name:

Name:

Mailing Address:

Mailing Address:

City/State/Zip Code:

City/State/Zip Code:

Phone:

Phone:

Email:

Email:

SUBMITTAL REQUIREMENTS

Project Plans (three sets & drawn to scale) The plans must include the following information:

- Location: Show the location of the property lines and building(s) on-site in relation to the major cross. If the site or building is multi-tenant, identify the location of the specific suite and name of shopping center.
- Wall sign: Show a building elevation with the proposed sign location(s). Show the dimensions of the sign(s) and the length of the building. Include the distance from the ground to the bottom of the sign. Provide a detail of the proposed sign(s) which depict the dimensions of the sign, maximum letter/logo height, maximum sign length, color of the sign face and returns, type of sign material, and letter style.
- Freestanding sign: Provide an elevation (view of the sign) Provide a detail of the proposed sign(s) which depict the dimensions of the sign, maximum letter/logo height, maximum sign length, color of the sign face and returns, type of sign material, and letter style.
- Structural: Provide a separate detail and cross section showing the depth of the sign, structural supports, method of attachment and connections and locations of any other applicable accessories.
- Electrical: Provide details showing sign or lighting installation for any electrical sign(s) and outline lighting, and if applicable, drawings and calculations for structural loading, prepared by a registered engineer.

SIGN INFORMATION (CHECK ALL THAT APPLY)

☐ Wall Mounted	☐ Freestanding
☐ Banner	☐ Change of Face
☐ Other	☐ Other

Describe proposed work:

APPLICANT SIGNATURE

The undersigned hereby certifies that all the information in this application is true and correct; that the signatures represent all the property owners of record or authorized agent; and that permission is hereby granted to the City to inspect the property to ensure compliance with this approval and applicable City requirements.

Property Owner(s)

Name (Print):	Signature:	Date:
Name (Print):	Signature:	Date:

Authorized Agent

Name (Print):	Signature:	Date:
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STAFF REVIEW

Property's Zoning:	Yes	No	N/A
Sign Program (Name: _____)	☐	☐	☐
Is/are the proposed signs consistent with the Municipal Code or Sign Program?	☐	☐	☐
Is/are the proposed signs approved?	☐	☐	☐

Reviewed By:

Name (Print):	Signature:	Date:
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Conditions of Approval: _____

