



Sign Permit Application

City of Twentynine Palms
Community Development Department
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799 • Fax (760) 367-5400
Code@ci.twentynine-palms.ca.us

Fee Paid \$ _____
Date Paid _____

Date of Application _____ PC _____ New Sign Copy Change

SIGNS MAY NOT BE PLACED UNTIL PERMIT HAS BEEN APPROVED AND ISSUED.

After July 1, 2007, Sign Permit Fees will be doubled for all Signs installed prior to issuance of Sign Permit.

BUSINESS OR LOCATION WHERE SIGN IS BEING PLACED

Business name _____
Person ordering Sign _____ Phone _____
Business Address _____
Mailing address _____

SIGN CONTRACTOR INFORMATION

Sign Contractor Business _____
Name of Sign Contractor _____ Phone _____
(Must have City Business License)

TO BE SUBMITTED WITH SIGN PERMIT APPLICATION

Business frontage _____ feet. Allowable Sign Area (2 x business frontage) _____ square feet.
Site Plan required for Signs placed on the ground. Site plan must show property lines, set backs, building placement, and Sign placement. Sign must be at least one foot inside property line.
Photo or accurate drawing of site where Sign will be placed, with proposed Sign drawn in place.
Color photo or rendition of Sign with all lettering and signage, including Sign measurements and accurately calculated copy area.
A Building Permit is required for any electrical connection.

The business (is) (is not) in a Business Complex as defined in Chapter 19.84 of the Development Code.

Describe Existing Signs (Not including signs that will be removed)

Type _____	Location _____	Dimensions _____ x _____	Sign area _____ (square feet)
Type _____	Location _____	Dimensions _____ x _____	Sign area _____ (square feet)
Type _____	Location _____	Dimensions _____ x _____	Sign area _____ (square feet)
Type _____	Location _____	Dimensions _____ x _____	Sign area _____ (square feet)
Type _____	Location _____	Dimensions _____ x _____	Sign area _____ (square feet)
Type _____	Location _____	Dimensions _____ x _____	Sign area _____ (square feet)

Describe Proposed Signs

Type_____ Location_____ Dimensions_____ x _____ Sign area _____ (square feet)
Type_____ Location_____ Dimensions_____ x _____ Sign area _____ (square feet)
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Type_____ Location_____ Dimensions_____ x _____ Sign area _____ (square feet)
Type_____ Location_____ Dimensions_____ x _____ Sign area _____ (square feet)
Type_____ Location_____ Dimensions_____ x _____ Sign area _____ (square feet)

Total Sign Area (square footage) of existing Signs that will be retained _____

Total Sign Area (square footage) of proposed Signs _____

Sign Area (square footage) of existing AND proposed Signs: _____

Number of existing and proposed Primary Signs: _____

Number of existing and proposed Accessory Signs: _____

The purpose of a Sign Permit is to ensure compliance with the provisions of the Chapter 19.84 of the Development Code. Unless specifically excluded by Chapter 19.84, a Sign Permit is required to erect, construct or otherwise place any sign conveying a message for a commercial, industrial, private or institutional use, service or product. A Sign Permit cannot be issued for any sign or sign structure that is not in compliance with Chapter 19.84.

Following submittal of a completed Sign Permit application and payment of the application fee, the Code Enforcement Officer will review the application. Applications in compliance with Chapter 19.84 will be approved. In addition to the Sign Permit, a building permit may also be required. If a building permit is required, a copy of the approved Sign Permit should be submitted to the Building Official with the Building Permit application.

The undersigned applicant affirms that all information contained with this application is true and accurate and that the applicant is authorized to make such application to the City of Twentynine Palms.

Print Applicant Name_____ Phone_____

Applicant Mailing Address_____

Position_____ Date_____

Signature_____

(To Be Completed by Code Enforcement)	
Proposed signs comply with Development Code Chapter 19.84?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Sign Permit is:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comment:	_____
Code Enforcement Officer	_____ Date_____
Approval or denial of a Sign Permit application may be appealed to the Twentynine Palms Planning Commission if filed in writing within ten (10) days of the date of the action, in accordance with Chapter 19.46 of the Development Code.	