



City of Commerce

Economic Development and Planning Department
2535 Commerce Way
Commerce, CA 90040
Tel. (323)722-4805 • planning-division@ci.commerce.ca.us

SIGN PERMIT APPLICATION

FOR OFFICE USE ONLY

Project No: _____ **Application Fee:** _____ **Date Submitted:** _____

APPLICATION COMPLETENESS: Only applications that include all of the required application requirements will be deemed “complete.” Please be advised that additional information may be required to complete your application.

The Economic Development and Planning Department retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified, within **30 days** of filing the application and paying all required fees, whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

NOTE: The Sign Permit Application is also available at the following website address:
<https://www.ci.commerce.ca.us/city-hall/economic-development-and-planning/planning/planning-applications-fees>

A sign permit shall be required prior to the placing, erecting, moving, reconstructing, altering, or displaying of any sign or advertising display in the City. Signs have a strong impact on the character and quality of the City. As a prominent part of the scenery, they attract or repel the public and affect the safety of motorists. Their size, placement and appearance help set the tone of the neighborhood and the City in general. Please review our Sign Standards and Building & Safety Permit Requirements, available online.

Please be informed that if you do not have a current business license with the City, you will be required to obtain one prior to the issuance of a permit. Please note that application, permit and business license fees are paid separately.

INSTRUCTIONS TO APPLICANT:

- A. Complete all the items listed below. *Please print legibly.*
- B. Submit the following:
 - 1 completed Application
 - 1 electronic copy of Sign Plans to scale (*or 11”x 17” sheets if submitting in person*)
- C. Application Fee (*See link above for current ‘Fee Schedule’ information*)

***For electronic submittals email all required documents to:** planning-division@ci.commerce.ca.us

APPLICANT INFORMATION:

Applicant: _____

Company/Organization: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

Property Owner (If not the Applicant): _____

Mailing Address: _____

Telephone No.: _____ Email: _____

SUBJECT PROPERTY:

Tenant Name: _____

Address of Proposed Sign: _____

Assessor Parcel No(s): _____ Present Zoning: _____

Business License No.: _____ Expiration Date: _____

Is the property a multiple tenant site?: Yes No

Business frontage width: _____ Property frontage width: _____ No. of floors of bldg. _____

If yes, is there a Sign Program?: Yes (*Please provide a copy of program.*) No

If you do not have a Sign Program, and it is a multiple tenant site, you must show all existing signage, including dimensions, along with the proposed new signage, on the site plan. Signage area is determined by the linear frontage of the building, and the area is divided among the tenants that occupy the building.

SIGN INFORMATION:

Signs	Wall Signs		Freestanding Signs		Other Signs:(_____)	
	Area (in SF)	Letter Height	Area (in SF)	Height	Area (in SF)	Height
Existing Signs:						
1.						
2.						
3.						
Proposed Signs:						
1.						
2.						
3.						

Please show all existing and proposed signs on the site plan including the location, size(s) and text.

Type of sign(s) being proposed:

- Illuminated Channel Letter Wall Sign
- Nonilluminated Channel Letter Wall Sign
- Painted Wall Sign (*except murals*)
- Freestanding/Monument Sign
- Readerboard/Electronic Sign
- Window Sign
- Other: _____

Proposed sign(s) will read: _____

Provide a detailed description of proposed sign(s): (i.e. – is the sign illuminated, a box/cabinet, individual letters, foam, neon, awning, halo, pole/pylon, monument, etc.)

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/we understand and agree to abide by all the regulations of the City of Commerce and any other conditions imposed for the permit/activity requested. I/we certify that all statements made on this application are true and complete. I/we understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

Applicant Signature

Date

Property owner must sign this application. If this portion is completed by someone other than the property owner (i.e., property manager or landlord) written proof is required authorizing the individual to sign on behalf of the property owner.

Property Owner Signature

Date

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Linear Frontage of Building: _____ x 3 = Total Signage Area Allowed

Total Signage Area Allowed: _____

Total Signage Area Existing: _____

Total Signage Area Proposed: _____

Total Signage Area Used:
(existing and proposed) _____

Total Signage Area Remaining: _____

Received By: _____ Application Fee: _____ Receipt No.: _____

NOTES:

Approved: Not Approved: Planner: _____

CONDITIONS: