



Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License
707.648.4310

Building
707.648.4374

Fire Prevention
707.648.4565

Planning
707.648.4326

Public Works
707.651.7151

Sign Permit

What is a Sign Permit?

A sign permit is required for all new, relocated or altered signs including face changes, painted window and wall signs and non-illuminated signs. Refer to “Temporary Sign Permits & Standards” which also includes standards for banners.

How much sign area is allowed?

Businesses are allowed a maximum sign area calculated by multiplying the building frontage by a factor of 1.0 or 1.5 feet, depending on the zoning district. The Sign Code is found in Subsection 16.64 of the Vallejo Municipal Code. Please contact Planning staff to determine the zoning district and whether the property is subject to a Sign Program.

What are the steps in the process?

Sign permits are to be obtained from the Planning Division prior to fabrication and installation. You should contact the Planning Division to determine what types of signs are allowed for your business.

Building and electrical permits may also be required and must be obtained by the property owner or licensed contractor.

What is required for plan submittal?

SIGN PERMIT CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** A completed planning application signed by the property owner and applicant.
- Fees:** An application fee of \$_____.
- Site Plans:** Three (3) sets of 24” x 36” (full-size) plans accurately dimensioned (minimum scale 1” = 10’) showing:
 - Outline and dimensions of all buildings related to the business.
 - Location and size of existing signs.
 - Location and size of proposed signs.
 - Length of building frontage parallel to major access road.
 - For freestanding or projecting signs, property lines and distances should also be shown.
 - Overall size of the sign.

- Size of letters.
 - Height of sign from finished grade.
 - Attachment details for building mounted signs and footing details with necessary engineering for free-standing signs.
 - List of sign materials, color of sign copy, sign face and sign cabinet and type of illumination.
-
- Electronic Plans:** A flash drive or CD of all full-size plans in pdf format.
 - Site Photos:** Color photos showing the building and ALL existing signs on site.

What is the approval process?

Upon submittal of a complete application and all required items, staff will review the proposal for compliance with the sign ordinance. The City Engineer and Traffic Engineer may be asked to comment on the location of a freestanding or projecting sign. Sign permits are approved by Planning staff.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission through the Planning Commission Secretary. To appeal, the appellant shall submit a letter stating the reasons of the appeal and how it affects them. The appeal must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination date, the project determination is final.

When are appeals hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings on the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.