



# CITY OF VISTA

## Sign Submittal Requirements

Applications for a Sign Permit shall contain the following information and documents:

1. Completed Application Form (see reverse side)
2. Two (2) sets of plans containing the following information:
  - a. Name, address, and telephone number of business owner, contractor, and building owner
  - b. Evidence that the applicant is the owner of the premises involved, or has written permission of the owner(s) to make such application (Example: a letter of authorization or signature on plans).
  - c. Location of subject property; and Assessor's Parcel Number.
  - d. Site Plan to scale of property showing use, location of proposed signs and buildings, length of building frontage where sign is to be located, parking areas, landscaping, walls or fences, property lines, right-of-way, streets and sidewalks.
  - e. Such other data including plans to scale with sign dimensions, size, maximum and minimum heights of signs, method of attachment, source of illumination, structural design of sign, and pictures colored to show final sign product layout; as may be required to determine compliance with the provisions of the Zoning Ordinance.
  - f. Number, size, and location of all existing signs on the same building, lot or premises.
  - g. The Planning Sign Review Fee (please refer to the current fee schedule) must be paid when plans are submitted for plan check. The building permit fee will be determined prior to sign permit issuance.

Business Owner acknowledges receipt of this Sign Permit Application and understands that a sign permit is required for any new signs proposed as part of the new business.

_____	_____
Business Name	Address
_____	_____
Signature	Date
	_____
	Business License #