



**Community Development Department**  
 11 English Street  
 Petaluma, CA 94952  
<http://cityofpetaluma.net>

Building Division  
 Phone: (707) 778-4301  
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**SIGN CHECKLIST AND INVENTORY**  
 PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH SIGN:

1. Type of sign: (circle one that best describes)
- A. Wall
  - B. Projecting
  - C. Freestanding
  - D. Roof
  - E. Other (please describe)
- \_\_\_\_\_
- \_\_\_\_\_

2. Building frontage:
- A. Total frontage of building in feet:  
\_\_\_\_\_
  - B. If corner lot: secondary frontage in feet:  
\_\_\_\_\_
  - C. How will the sign be attached? (brief description)  
\_\_\_\_\_

3. Sign description:
- A. What is the total square footage of the PROPOSED sign:  
\_\_\_\_\_
  - B. Sign face(s) (circle one that best describes):
    - 1. Single
    - 2. Double
  - C. Illumination: (circle one)
    - 1. Internal
    - 2. External
    - 3. Not illuminated
  - D. Approximate weight on sign (lbs.)  
\_\_\_\_\_
  - E. D = Depth of sign: \_\_\_\_\_
  - F. H = Height of sign: \_\_\_\_\_
  - G. L = Length of sign: \_\_\_\_\_



- H. Color of sign:
    - 1. Copy color: \_\_\_\_\_
    - 2. Background color: \_\_\_\_\_
4. If projecting sign, answer the following questions:
- A. Projecting into the right-of-way HORIZONTAL in feet: \_\_\_\_\_
  - B. Projecting into the right-of-way VERTICAL in feet:  
\_\_\_\_\_

5. If freestanding sign give following distances (that are applicable):
- A. From building: \_\_\_\_\_
  - B. From sidewalk: \_\_\_\_\_
  - C. From face of curb: \_\_\_\_\_
  - D. From property line: \_\_\_\_\_
6. What is the total square footage of any **EXISTING** sign(s) on the property, including **ALL** tenant signs?  
\_\_\_\_\_
7. What will be the new combined square footage of **ALL** signs on the property?  
\_\_\_\_\_
8. Is this property in a designated historic district? Select one:  
 \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please see historic guidelines for the applicable district:  
 A Street Historic District  
 Historic Commercial District  
 Oakhill Brewster Historic District

**ITEMS NEEDED FOR SIGN PERMIT APPLICATION:**

1. **Three (3) COLOR** drawings of the plans and specifications including method of construction and attachment to the building or ground, and/or drawings appropriate for installation. Show locations of all PROPOSED and EXISTING sign(s) on plot plans or elevation drawings. Dimension from sign to property lines (free standing, pole mount).
2. Written consent of the owner of the building, structure, or land on which the sign is to be erected.
3. Name of person, firm, corporation, or association erecting the sign. \_\_\_\_\_
4. If Business is within a shopping center, please state the name of the center:  
\_\_\_\_\_

Signature: \_\_\_\_\_  
 (same as signature at bottom of permit application)

Date: \_\_\_\_\_

Other pertinent information (i.e. sign copy):  
 \_\_\_\_\_  
 \_\_\_\_\_