SIGN PERMIT SUBMITTAL REQUIREMENTS

Planning Division

Revised: July 6, 2011

All signs to be located within the city limits of Brentwood must be reviewed by the Community Development Department to determine conformance with the City's sign regulations and/or approved Master Sign Program.

Processing Time – Approximately one (1) week.

Procedure – No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Community Development Department:

1. One (1) copy of the completed application and filing fee.

2. Three (3) color copies of the proposed sign(s), drawn to scale, indicating:
   a) Dimensions of proposed sign(s) – height, width, area, etc.
   b) Dimensions of any existing sign(s) to be retained
   c) Materials
   d) Colors
   e) Mounting method

3. Three (3) copies of a site plan, drawn to scale, indicating:
   a) Property lines
   b) Building location(s) and setbacks
   c) Location of proposed sign(s)
   d) Location of existing sign(s), if retained
   e) Building and street frontage dimensions
   f) Building and property entrances
   g) Location of adjacent buildings, if applicable
   h) Vicinity map
   i) Project name
   j) Elevation at base of sign(s) and adjacent street elevation (freestanding signs only)
   k) North arrow

4. Two (2) copies of building elevation plan (wall signs only), drawn to scale, indicating:
   a) Location of proposed and existing signs
   b) Building materials and color
   c) Orientation of elevation (east, west, etc.)
   d) Detail how building façade will be patched and/or repaired, if applicable.

4. The attached Building Permit Submittal Form <u>must</u> be filled out at the time of application. Additional submittal requirements and an additional fee will be required for this process. To obtain further information on the building permit process, contact the Building Division at (925) 516-5405.

NOTE: All maps larger than 8.5" by 11" must be FOLDED and COLLATED prior to submittal.

THE CITY OF BRENTWOOD
HERITAGE • VISION • OPPORTUNITY

Building Permit Submittal Form

Building Division

Effective: Jan 1, 2008
Revised: January 4, 2012

DATE:_____

PROJECT ADDRESS:_____

APN:_____ **Subd#**_____ **Lot#**_____ **Permit#**_____

□Building □Electrical* □Plumbing** □Mechanical*** □Pool/Spa □Sign □Demolition □Other

PROJECT DESCRIPTION:_____

_____

_____

PROJECT VALUATION: [$_____]

Residential

New SFD ☐ attached ☐ detached
Living_____ sq ft
Garage_____ sq ft
Porch _____sq ft
Fence_____ sq ft

☐ New Multifamily (Apartment)
_____
_____
Carport(s)_____ sq ft
_____ sq ft

Attached Structure :_____ sq ft
Detached Structure: _____ sq ft

Non-Residential

New □Comm □Office □Indust _____ sq ft
Addition: _____sq ft
Tenant Improvement _____sq ft
_____
_____
Construction Type_____
Occupancy Group_____
Occupancy Load_____

***Electrical** □ New Construction_____
_____
_____
_____

****Plumbing** □New Construction_____
_____
_____
_____

*****Mechanical** □New Construction_____
_____
_____
_____

APPLICANT (□ Property Owner or □Contractor)

PROPERTY OWNER'S NAME:_____

Address:_____ City/State/Zip_____

Telephone# _____Fax# _____ Email:_____

CONTRACTOR'S BUSINESS NAME:_____ Contractor Lic# _____

Address:_____ City/State/Zip_____

Telephone# _____Fax# _____ Email:_____

City of Brentwood Business Tax Cert.#_____

Contact Name/Agent:_____ **Tel#**:_____ ***Email***:_____

□**Architect** □**Engineer** □**Designer** Name: _____ Lic./Registration#_____

Company Name: _____ Address:_____ City/State/Zip _____

Telephone# _____ E-mail: _____