



**City of Atascadero  
Community Development Department**

**PUBLIC INFORMATION - BUILDING SERVICES**

Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

**SIGNS & FLAGPOLE INSTALLATION SUBMITTAL CHECKLIST**

**SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE "B" OR "C"**  
ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2019 CBC - 2019 CRC - 2019 CEC  
2019 CPC - 2019 CMC - 2019 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

**PERMIT SUBMITTALS ACCEPTED MONDAY – FRIDAY BY APPOINTMENT  
OR VIA ELECTRONIC SUBMITTAL TO PERMITCENTER@ATASCADERO.ORG**

Incomplete submittals will not be accepted

*Note: A building permit is required for all free-standing flagpoles when greater than 20 feet in height or when illuminated.*

- Complete Application:** Must be signed by **Owner, Agent** (with approved written authorization), or **Licensed C-45 Contractor**
  - Include **height** of flagpole on application. Flagpoles may be allowed up to a maximum of 50 feet in height per AMC Section 9-4.113
  
- Permit Fee:**
  - Wall Sign = \$ 75.00 cash/check (this review can be done at an Over the Counter Appointment; call 805-461-5035 to schedule)
  - Residential Flag Pole = \$ 75.00 cash/check
  - Monument (Stand-alone); Commercial Flag Pole = Current Express Permit Fee
  
- Site Plan - 2 Sets (monument signs & flagpoles only):** Show topography, drainage, rear, front and side setbacks, walkways, driveways, easements, location of any native trees with dripline within 20' of any construction/activity, location of all structures, and location of sign or flagpole.
  - **Flagpoles:**
    - Accessible paths of travel associated with any walkways and paths on public and commercial properties
    - Proximity to any overhead wiring
  
- Construction Drawings – 2 Sets:**
  - **Signs:**
    - **Wall Mounted Sign:** Show how the sign is mounted and/or supported.
    - **Monument Sign:** Complete plans and details. If base is 4 foot or greater, from bottom of footing to top of sign, structural and foundation sheets must be stamped and signed by a licensed architect or engineer.
    - **Illuminated Sign:** Provide a single line schematic drawing of the system and show location of the disconnect.
    - **Sign Dimensions:** Provide dimensions in square feet for all proposed signs.
    - **Colors**
  
  - **Flagpoles:**
    - **Foundation design** (stamped and signed by a licensed architect or engineer)
  
- Lighting Compliance:** All lighting must be shielded in compliance with AMC Chapter 9 §137
  
- Grant Deed / Title Report:** Required if applicant name is different than County Assessor's records.