



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

ONLINE SIGN 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 - 2013 CBC - 2013 CRC - 2013 CEC
2013 CPC - 2013 CMC - 2013 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

Please send permit application and plans to permitcenter@atascadero.org

- Complete Application:** Must be signed by **Owner, Agent** (with approved written authorization), or **Licensed C-45 Contractor**
- Permit Fee:** \$50.00 (cash or check only). Submittal fee covers two iterations of plan review. Permit fees to be paid at permit issuance. **This fee is in effect from March 1, 2015 through August 31, 2016.**
- Construction Drawings – 2 Sets:**
 - **Wall Mounted Sign:** Show how the sign is mounted and/or supported. Provide linear foot (LF) calculations of building façade where sign will be placed. Provide picture / diagram of location of where proposed wall sign is to be mounted.
 - **Monument Sign:** Complete plans and details. If base is 4 foot or greater above grade, structural and foundation sheets must be stamped and signed by a licensed architect or engineer.
 - **Illuminated Sign:** Provide a schematic drawing of the system and show the location of sign disconnect, and verify it is powered by a dedicated 20 amp circuit. Provide picture / diagram of location of where proposed wall sign is to be mounted.
 - **Sign Dimensions:** Provide dimensions in square feet for all proposed signs.
- Title 24 SLTG-1C form:** Provide completed SLTG-1C (required if sign has internal or external lighting)
http://www.energy.ca.gov/2008publications/CEC-400-2008-017/rev1_appendices/appendix_A_files/Certificate_of_Compliance_SLTG-C/SLTG-1C.pdf
- Site Plan - 2 Sets (required for all monument signs):** Show topography, drainage, rear, front and side setbacks, location of any native trees with drip line within 20' of any construction/activity, location of all structures, and location of sign.
- Grant Deed / Title Report:** Required if applicant name is different than County Assessor's records.



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Signage Standards – Please Contact Planning Department with any Questions (805) 461-5035 or visit <http://www.atascadero.org/signage>

For Additional information

Business in Commercial / Industrial Zones:

Sign Type	Regulations	Size
Aggregate area of following signs not to exceed 125 square feet		
Standard Wall Sign 9-15.005(a)(1) - or -	One sign per building face with public street or parking lot frontage	One square foot per lineal foot of business frontage (Maximum size: 40 square feet)
Multi-Tenant Signs 9-15.005(a)(5)	Centers with 3+ tenants may have 1 tenant wall sign per business street frontage	One square foot per lineal foot of business frontage (Maximum size: 20 square feet)
Monument Sign 9-15.005(a)(2)	One sign per 200 lineal feet of public street frontage per site with a landscaped base	Maximum 60 square feet (Maximum height: 10 feet)
Suspended or Projecting Sign 9-15.005(a)(3)(4)	One sign per business (minimum 8 foot ground clearance)	Maximum 15 square feet

Business in the Downtown Zone:

Sign Type	Regulations	Size
Aggregate area of following signs not to exceed 50 square feet		
Wall Sign 9-15.005(b)(4)(i)	One sign per business (corner buildings may have two signs. can/box signs are not allowed)	One square foot per lineal foot of business street frontage (Maximum: 50 square feet)
Awning Sign 9-15.005(b)(4)(ii)	May be used in place of allowed wall signs (business may not have both)	Maximum 25% coverage of the awning face
Projecting Sign 9-15.005(b)(4)(iii)	One sign per business	Maximum 9 square feet per side (if double-sided, both sides counted in total sign area)