



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 – two (1 – 2) weeks.

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 Universal 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 must 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.



BUILDING PERMIT SUBMITTAL FORM

Building Division

Revised: January 28, 2014

DATE: _____

PROJECT ADDRESS: _____

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

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

PROJECT DESCRIPTION: _____

PLAN# _____ NUMBER OF BEDROOMS: _____

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: _____