



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 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

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

DATE: _____			
PROJECT ADDRESS: _____			
APN: _____	Subd# _____	Lot# _____	Permit# _____
<input type="checkbox"/> Building <input type="checkbox"/> Electrical* <input type="checkbox"/> Plumbing** <input type="checkbox"/> Mechanical*** <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Sign <input type="checkbox"/> Demolition <input type="checkbox"/> Other			
PROJECT DESCRIPTION: _____			
PROJECT VALUATION: [\$ _____]			
Residential		Non-Residential	
New SFD <input type="checkbox"/> attached <input type="checkbox"/> detached Living _____ sq ft Garage _____ sq ft Porch _____ sq ft Fence _____ sq ft		<input type="checkbox"/> New Multifamily (Apartment) _____ Carport(s) _____ sq ft _____ sq ft	
Attached Structure : _____ sq ft Detached Structure: _____ sq ft		New <input type="checkbox"/> Comm <input type="checkbox"/> Office <input type="checkbox"/> Indust _____ sq ft Addition: _____ sq ft Tenant Improvement _____ sq ft _____ Construction Type _____ Occupancy Group _____ Occupancy Load _____	
*Electrical <input type="checkbox"/> New Construction _____ _____ _____		**Plumbing <input type="checkbox"/> New Construction _____ _____ _____	
***Mechanical <input type="checkbox"/> New Construction _____ _____ _____			
APPLICANT (<input type="checkbox"/> <u>Property Owner</u> or <input type="checkbox"/> <u>Contractor</u>)			
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: _____			
<input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Designer Name: _____ Lic./Registration# _____ Company Name: _____ Address: _____ City/State/Zip _____ Telephone# _____ E-mail: _____			