



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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SIGN PERMIT

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electronically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental applications materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit a Sign Permit application online or at the CDRA front counter.

- Completed Universal Application: Select the [Sign Permit](#) entitlement authorization under section 1 of the application form.
- Sign Plan: (see [Plan Set Requirements](#))
- Project description: (see [Project Description Requirements](#)): Typically not required for most sign permits. However, if the Sign permit is for approval of a comprehensive sign program for a shopping center, office park or similar land uses where comprehensive approval of a site-wide sign program is desired, a narrative description of the sign program should be included.
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).

ABOUT SIGN PERMITS

The complete Placer County Sign Ordinance (County Code Section 17.54.170 – 17.54.200) can be viewed [here](#).

SIGN PERMIT APPLICATIONS SHALL INCLUDE THE FOLLOWING INFORMATION

1. A scaled electronic site plan which shows:
 - a. North arrow and scale
 - b. Lot location, dimensions, and roadways
 - c. Location and use of existing building(s) and building dimensions

- d. For freestanding signs, indicate the proposed location of the sign and distance from any property lines
 - e. For building signs, indicate the proposed building elevations where the sign is to be mounted
 - f. Locate all existing freestanding signs and indicate their dimensions and distance from any property lines (photos are helpful and may be required)
 - g. Locate all existing building signs and indicate their dimensions. Again, photos are helpful and may be required.
 - h. Colors and materials of existing buildings
 - i. Vicinity map
2. A scaled electronic drawing of the proposed sign(s) which shows:
- a. Dimensions of proposed signs
 - b. Colors and materials
 - c. Colors and materials of area on which building signs will be mounted
 - d. Letter height
 - e. Lighting (source and wattage)
 - f. Linear footage of tenant space frontage (if applicable)

An approved Sign Permit is valid for two years unless exercised by actual placement of the sign(s) on-site. Extensions of time may be granted for no more than a total of three years as provided by Section 17.58.170(C) of the Zoning Ordinance.

WHEN IS A SIGN PERMIT REQUIRED?

Any free-standing sign over six feet tall, any sign that has electrical connections, or any sign attached to a building requires a building permit. A sign permit is required for any free-standing or building sign in a commercial or industrial zone and most signs in a residential zone.

ARE SIGNS PERMITTED IN A RESIDENTIAL AREA?

Signs not exceeding twenty (20) square feet in aggregate area are permitted in Residential Agricultural zones when they are related to an agricultural activity. These may require a building permit. Real Estate signs are permitted in any residential area on the property being advertised.

GENERAL GUIDANCE ON TYPES AND SIZES OF COMMERCIAL SIGNS PERMITTED BY THE PLACER COUNTY SIGN ORDINANCE

Off-Site Signs	May be permitted with Minor Use Permit in some instances
Temporary Signs for Commercial Purposes	Maximum 45 days per year
Free-standing Signs (Area & Height in Commercial and Industrial Zone Districts)	One square foot of sign area for every two feet of continuous linear street frontage. Maximum Sign Height = 25' (35' HS zone district) Maximum Sign Area = Up to 100' depending on linear frontage
Number of Free-standing Signs	One per site, and one additional sign for parcels with 600 linear feet or more of continuous street frontage with at least two vehicle entrances Corner lots may have two signs (one per street frontage)
Wall Signs	One square foot of sign area for each linear foot of the width of the building frontage for the first 100 linear feet. One sign for each building frontage or tenant space

OTHER INFORMATION

Most commercial and subdivision projects are subject to design review which may establish more specific standards than those listed in the Sign Ordinance. Community Planning Areas may also have standards for signs which are more restrictive than the County Ordinance. Many approved commercial projects (shopping centers, etc.) have approved signage criteria relating to sign size, color, and materials. For specific information pertaining to whether a specific development has approved sign criteria, please contact the Planning Services Division. For projects located west of Donner Summit contact the Auburn office; east of Donner Summit contact the Tahoe office