



# Community Development Department Planning/Building Division

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Web: [http:// www.yubacity.net](http://www.yubacity.net)

## Sign & Awning Permit Requirements

- ✦ *All awnings and signs in Yuba City require a Building Permit from the Building Division.*
- ✦ *All awnings and signs in Multi-Family, Commercial or Industrial zoning districts also require Planning Division review and approval as required by the sign ordinance.*
- ✦ *Awnings and signs may not be installed until the Planning Division has approved and a Building Permit is issued.* The Building Division will issue a Building Permit only after the Planning Division has approved.
- ✦ *Before you file and before you do extensive design work on your proposed awning or sign, we recommend that you contact the Planning Staff to discuss how the Sign Ordinance applies to your proposed awning and/or sign. Please call (530) 822-4700 and ask for a Planner. Information on size limitations may be found on the Planning Divisions website at: [www.yubacity.net](http://www.yubacity.net).*

### Application Submittal Requirements

A complete application for design review should include the complete application, two sets of drawings and the required fees. The drawings must include accurately scaled plans of the entire building façade and of the proposed awning and/or sign. Include the following information:

- Note all existing building elements such as doors, windows, signs (include square footage), light fixtures and building materials on a scaled building elevation drawing (minimum scale 1/8" – 1'0").
- On the building elevation drawing show all proposed awnings, signs, graphics and logos. Illustrate the proposed awning(s) and/or signage exactly as they will be located on the building with the square footage.
- Include a site plan, with a north arrow, showing the locations of all proposed awnings and/or signs, dimensions of the building frontage and how far the awning or sign will project over the public right of way.
- Provide photographs of the building, showing all facades on which the proposed awning(s) and/or sign(s) will be located. In addition to existing photographs, photo simulations may be submitted. Photo simulations shall be to scale, including the building façade and building elements and square footage of proposed sign. Photo simulations do not replace the requirement for scaled drawings (elevations, square footage, plans, and sections). Photo simulations are encouraged, but not required.
- Include separate larger-scaled, detailed drawings of all proposed awnings and signs, with the size and style of lettering and/or logos drawn to scale. Indicate all colors and materials proposed for the awning(s) or sign(s); provide an actual fabric sample of the awning or sign material, in the color that is proposed.
- If lighting is proposed, include exact specifications as to the location, number, and type of lamps including conduits, breakers, amps, and conductor sizes. If the awning or sign is proposed to be externally illuminated, provide a manufacturer's brochure of the light fixture(s).
- Include construction details showing how the awning(s) or sign(s) will be attached to the building, including a scaled drawing of the awning or sign frame.
- Provide Engineered drawings and calculations for all signs over 6' in height.
- Fees for Planning Review and Building Permits are set by the City Council and are subject to change. Call (530) 822-4629 for Zoning and Building Permit fees.
- The processing time for awning or sign approval is typically three weeks, but can be sooner depending on staff availability.