



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2740 Fax (909) 364-2795
 www.chinohills.org

Permit No.: _____
 Sign No.: _____
 Submittal Date: _____

PERMANENT SIGN PERMIT APPLICATION

This application applies to all signs that require a Building Permit.

Application Date: _____

TENANT/BUSINESS INFORMATION:

Tenant/Business Name: _____

Address of Proposed Signage: _____

Phone No.: _____

Contact Person: _____

Email: _____

APPLICANT INFORMATION:

Name: _____

Address, City, State, Zip: _____

Phone No.: _____ Email: _____

CONTRACTOR INFORMATION:

Name: _____ License No.: _____

Address, City, State, Zip: _____

Phone No.: _____ Email: _____

PROPOSED SIGN INFORMATION:

Sign Dimensions (in feet)	Square Feet (if double face x2)	Type of Sign (Ex: wall mounted, monument, or pylon)

Sign Valuation: _____

I hereby certify that I have provided the required submittal documents and understand the following requirements:

Print Name: _____ Signature: _____

SEE REVERSE SIDE FOR SUBMITTAL REQUIREMENTS AND INFORMATION

Applications and fees are subject to change. Please visit our website for the most current version of this application.

SUBMITTAL REQUIREMENTS: (ALL ITEMS MUST BE INCLUDED AT TIME OF SUBMITTAL)

- COMPLETED** application for each property/lot where signs are located. Different site locations must be placed on individual applications.
- Two (2) colored copies** of sign and elevations showing:
 - a. Dimensions of all signs
 - b. Dimensions and square footage of the building/tenant space, especially frontage
 - c. Locations of ALL signs on the building (including existing)
- Two (2) paper copies** of a cross-section view of all signs that will be illuminated. Show transformer, disconnect for transformer (one must be in line of sight), drain holes, attachment points, and type of attachment that will be used. Show location of sign face of wall with soffit location to back of sign.
- Two (2) paper copies** of site plot plan. Include the shopping center, the building, and the tenant space (showing frontage dimension).
- Application fees** – please call for fee amount.
- Signature of Property Owner/Management Company** on the sign plans.

INFORMATION AND PROCEDURES:

1. A permanent sign is defined as any words, letters, emblems, designs, or other marks shown on any metal, painted surface, wood, plaster or other device of any kind or character by which anything is made known and used to attract attention.
2. New permanent signs established in conjunction with a residential, commercial, industrial or private institutional use shall be subject to approval of a sign permit.
3. Signs EXEMPT from permits are as follows:
 - a. Signs located inside a building, courtyard, mall or other similar structure, provided such signs are not conspicuously visible and readable from a public street or adjacent properties not under the same ownership.
 - b. Signs issued or endorsed by a constituted governmental body, public agency, court, person, or officer in performance of a public duty.
 - c. Warning signs and legal notices.
4. Existing and/or non-conforming use signs may be required to show proof of construction permit or supporting documentation to show that they were legally installed.
5. Prior to final inspection and approval of any permanent sign, the owner shall obtain a business license from the City of Chino Hills. The business license shall be renewed annually.
6. Prior to final building inspection and approval, a Planning Final must be performed and approved. Planning Finals are scheduled 24 hours in advance by calling (909)364-2740.