



SIGN REVIEW PERMIT APPLICATION & SUBMITTAL CHECKLIST

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

567 EL CAMINO REAL, SAN BRUNO, CA 94066

TEL: 650. 616. 7074

SIGN PERMIT APPLICATION FEE: \$391.00 (effective July 1, 2022)

All signage in the City of San Bruno is reviewed pursuant to Section 12.104 of the San Bruno Municipal Code.

Note: Acceptance and/or approval of this application DOES NOT grant immediate approval to install signs, but it does allow you to apply for building permits for the proposed installation.

GENERAL INFORMATION (All fields are required)			
Address (Location of Signs):		Length of Building Street Frontage (in feet):	
Applicant Name (Print):	Phone Number:	Email:	
Applicant Address:	City:	State:	Zip Code:
			Applicant Signature:
Property Owner Name (Print):	Phone Number:	Email:	
Property Owner Address:	City:	State:	Zip Code:
			Property Owner Signature:

SIGN DETAILS (Attach additional sheet if necessary)		
SIZE	SPECIFICATIONS	TYPE & QUANTITY
Number of Proposed Signs: _____	Material: _____	___ Freestanding
Height of Sign: (1) _____ (2) _____ (3) _____	Type of Letters: _____	___ Wall (flat against bldg)
Width of Sign: (1) _____ (2) _____ (3) _____	Method of Attachment: _____	___ Projecting (over ROW)
Total Size (sq ft): (1) _____ (2) _____ (3) _____	_____	___ Window
Total Size of all signage in sq ft: _____	Illumination: _____	___ Other: _____

Applicant check off	SIGN REVIEW PERMIT SUBMITTAL REQUIREMENTS
	Note: <u>All</u> items must accompany the request to be accepted.
<input type="checkbox"/>	Colored sign elevation
<input type="checkbox"/>	Site plan (to scale) of the property with location of all proposed signs
<input type="checkbox"/>	Building elevation (to scale) with proposed signs, address, and lengths of all building frontages
<input type="checkbox"/>	Photo of proposed sign location(s)
<input type="checkbox"/>	Dimensioned plan of each proposed sign with information about materials and method of attachment
<input type="checkbox"/>	Payment of the \$391 application fee (check preferred)
	Note: Construction drawings will be required for the subsequent building permit process (see Building Division)