



City of Commerce

Community Development Department
2535 Commerce Way
Commerce, CA 90040
Tel. (323)722-4805 • planning-division@commerceca.gov

SIGN/TEMPORARY SIGN PERMIT APPLICATION

FOR OFFICE USE ONLY

Project No: _____ **Application Fee:** _____ **Date Submitted:** _____

APPLICATION COMPLETENESS: Only applications that include all of the required application requirements will be deemed “complete.” Please be advised that additional information may be required to complete your application.

The Community Development Department retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified, within **30 days** of filing the application and paying all required fees, whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

NOTE: The Sign Permit Application is also available at the following website address:
<https://www.commerceca.gov/city-hall/community-development/planning/planning-applications-fees>

On-site Signs and Temporary Sign Permits shall be required prior to the placing, erecting, moving, reconstructing, altering, or displaying of any sign or advertising display in the City.

Please be informed that if you do not have a current business license with the City, you will be required to obtain one prior to the issuance of a building permit. Please note that application, permit and business license fees are paid separately.

INSTRUCTIONS TO APPLICANT:

- A. Complete all the items listed below. *Please print legibly.*
- B. Submit the following:
 - 1 completed Application
 - 1 electronic copy of Sign Plans to scale (*or 11”x 17” sheets if submitting in person*)
 - 1 electronic copy of Elevations to scale (*or 11”x 17” sheets if submitting in person*)
- C. Application Fee (*See link above for current ‘Fee Schedule’ information*)

***For electronic submittals email all required documents to:** planning-division@commerceca.gov

APPLICANT INFORMATION:

Applicant: _____

Company/Organization: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

Property Owner (If not the Applicant): _____

Mailing Address: _____

Telephone No.: _____ Email: _____

SUBJECT PROPERTY:

Tenant Name: _____

Address of Proposed Sign: _____

Assessor Parcel No(s): _____ Present Zoning: _____

Business License No.: _____ Expiration Date: _____

Is the property a multiple tenant site?: Yes No

Business frontage width: _____ Property frontage width: _____ No. of floors of bldg. _____

ON-SITE SIGN INFORMATION: *If you are proposing a temporary sign please skip to the next section.*

Is the property a multiple tenant site?: Yes No

If yes, is there a Sign Program?: Yes (*Please provide a copy of program.*) No

If you do not have a Sign Program, and it is a multiple tenant site, you must show all existing signage, including dimensions, along with the proposed new signage, on the site plan.

Signs	Wall Signs		Freestanding Signs		Other Signs:(_____)	
	Area (in SF)	Letter Height	Area (in SF)	Height	Area (in SF)	Height
Existing Signs:						
1.						
2.						
3.						
Proposed Signs:						
1.						
2.						
3.						

Please show all existing and proposed signs on the site plan including the location, size(s) and text.

Type of sign(s) being proposed:

- Illuminated Channel Letter Wall Sign
 - Nonilluminated Channel Letter Wall Sign
 - Painted Wall Sign (*except murals*)
 - Freestanding/Monument Sign
 - Readerboard/Electronic Sign
 - Window Sign
 - Other: _____
-

Proposed sign(s) will read: _____

Provide a detailed description of proposed sign(s): *(i.e. – is the sign illuminated, a box/cabinet, individual letters, foam, neon, awning, halo, pole/pylon, monument, etc.)*

TEMPORARY SIGNS: *Temporary signs such as flags, streamers, banners, nonmetallic balloons twelve (12) inches or less in diameter, and pennants used for special promotions may be permitted subject to the standards found in CMC Section 19.25.110.*

If this is a temporary sign for a Temporary Use Permit, indicate permit number: _____

Starting Date: _____ Ending Date: _____

Size of Sign: _____ Location of Sign: _____

Proposed sign(s) will read: _____

Type of Temporary Sign:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Banner Sign | <input type="checkbox"/> Streamers |
| <input type="checkbox"/> Flag Sign | <input type="checkbox"/> Nonmetallic balloons (12" or less in diameter) |
| <input type="checkbox"/> Pennants | <input type="checkbox"/> Other: _____ |

PLEASE INDICATE WHAT BEST DESCRIBES YOUR EVENT:

- Business Grand Opening: A grand opening means a promotional activity not exceeding thirty calendar days used by newly established businesses, within two months of initial occupancy, to inform the public of their location and services available to the community. "Grand opening" does not mean an annual or occasional promotion of retail sales by a business.*
- Retail Sales Event: A retail sales event means any business having an annual or occasional promotion or special deals to boost sales of regular goods, wares, or merchandise to consumers. This includes outdoor/parking lot sales (subject to conditions of approval).*
- Holiday Retail: Holiday retail includes special promotions, themed merchandise, and increased sales activities that occur during holidays and festive seasons.*
- Charitable and/or Fund Raising Event: Fund raising events for charitable organizations and other non-profit organizations, such as churches, schools, and other similar organizations, may be permitted to hold special outdoor fund raising events, hosted by and in conjunction with a legally established commercial or industrial land uses.*
- Other: Please describe purpose of Temporary Sign:*

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/we understand and agree to abide by all the regulations of the City of Commerce and any other conditions imposed for the permit/activity requested. I/we certify that all statements made on this application are true and complete. I/we understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

Applicant Signature

Date

Property owner must sign this application. If this portion is completed by someone other than the property owner (i.e., property manager or landlord) written proof is required authorizing the individual to sign on behalf of the property owner.

Property Owner/Approving Agent Signature

Date

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ON-SITE SIGN: N/A

Linear Frontage of Building: _____ x 3 = Total Signage Area Allowed

Total Signage Area Allowed: _____

Total Signage Area Existing: _____

Total Signage Area Proposed: _____

Total Signage Area Used:
(existing and proposed) _____

Total Signage Area Remaining: _____

TEMPORARY SIGN: N/A

1. The sign(s) shall be installed on or after _____ and removed on or before _____.
2. The sign(s) shall be _____ SQ.FT. in size with a height of _____ FT.
3. The sign(s) shall be properly maintained and shall not be torn, dilapidated, excessively dirty or faded.

Received By: _____ Application Fee: _____ Receipt No.: _____

NOTES:

Approved: Not Approved: Planner: _____

CONDITIONS: