

SIGN PERMIT APPLICATION

Submittal Requirements:

A digital (PDF) set of plans shall be submitted to the Community Development Department, along with this completed application form and a non-refundable \$129 application fee. Sign Plans shall illustrate sign type, number, location, size, color and materials, illumination, and construction details for all permanent building-attached and freestanding signage proposed. Applications and plans may be submitted via the City's eTRAKiT online portal:

<https://www.folsom.ca.us/government/community-development/epermit-center>

Please Complete All Applicable Information Below: Date: _____

Applicant's Name: _____

Phone: _____ Email: _____

Site Address (including suite number): _____

Sign Content: _____ Property Owner/Landlord Signature: _____

Length of Primary Building Frontage: _____ Date: _____

List All Existing Signage (type and square footage):

Type of Building Sign(s): _____ Type of Freestanding Sign(s): _____

Sign Location(s): _____ Sign Location(s): _____

Square Footage of Sign(s): _____ Square Footage of Sign(s): _____

Letter Height(s): _____ Sign Height: _____

Color and Materials: _____ Color and Materials: _____

Type of Illumination: _____ Type of Illumination: _____

Application Fee: \$129.00 Receipt #: _____

Sign Permit Number: _____ Building Permit Number: _____

Planning Division Approval: _____ Date: _____

L&L District Supervisor Approval: _____ Date: _____

Sign Permit Conditions:

1. Prior to installation of any sign(s), a building permit for the sign(s) shall be obtained from the Building Division.
2. Signage shall be installed per the stamped-approved plans.
3. This sign permit shall become null and void if installation of the sign is not commenced within six (6) months from the approval date above.
4. Each sign shall have a specified sticker issued by the Building Division, which identifies the City-issued permit number, placed visibly on the frame or outer perimeter of the sign.