



City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 628-1356 Fax: (619) 424-4093

SIGN PERMIT

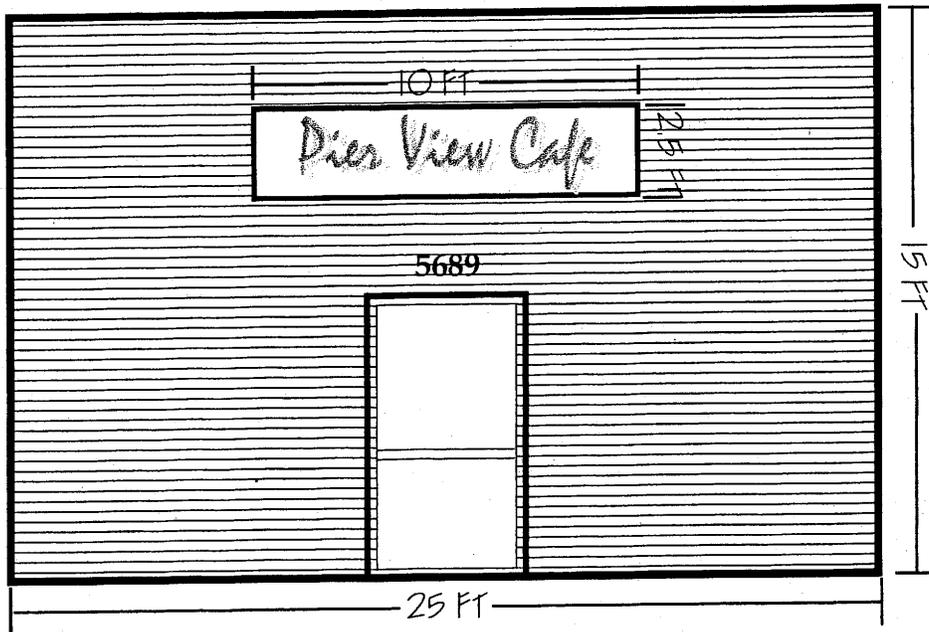
Submittal Requirements and Checklist

The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Sign Permit application. A Sign Permit may be granted Administratively (staff review only) or may require a public hearing before the Design Review Board and City Council and approval. A Sign Permit application will not be considered for approval, either by staff, Design Review Board or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

- Deposit in the amount of \$300.00
- Complete [Discretionary Permit Application](#)
- One PDF copy of the Site Plan, Elevations, and Sign Plan or Comprehensive Signage Plan indicating the following:
 - Location of existing Buildings or structures, parking areas, and vehicular access points to the property
 - Location of all existing and proposed signs for the property
 - Indicate type of sign (freestanding, attached, wall, etc.)
 - Distance to the property line(s) for all freestanding signs
 - Provide an elevation for all proposed signs which indicates:
 - Dimension and area for all existing and proposed signs
 - Color and materials the sign(s) will be constructed of
 - Proposed Sign Copy and illumination
 - The following statistical Information:
 - The total length of building along street frontage
 - The total signage allowance in square feet
 - The existing signage in square feet
 - The remaining sign allowance in square feet
 - Proposed additional signage in square feet
 - The remaining sign allowance in square feet after the proposed sign
- Other plans and information as required by the Community Development Director necessary to describe, explain, or illustrate the requested use

Please know that all permits are processed online via the [City of Imperial Beach Permit Portal](#)

EXAMPLE SIGNAGE PLAN



WEST ELEVATION

- Sign Dimensions: 2.5 FT x 10 FT
- Total Sign Area: 25 square feet
- Sign Type: Wall sign, attached to West wall, facing on Sea Coast
- Material: Wood sign with wood-block letters
- Colors: Lettering will be three-dimensional with blue face and grey shadow
- Typestyle: Mistral Bold

SIGNAGE PLAN

SCALE: 1 inch = 5 feet

Project Name: Pier View Cafe
 Address: 5689 Sea Coast
 Applicant:
 Architect:
 Legal Description:

Owner:
 Zoning:
 General Plan:
 APN: