



(310) 253-5710
www.culvercity.org

PLANNING AND DEVELOPMENT
CURRENT PLANNING DIVISION

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232-0507

Application For Sign Permit (Permanent Signs)

Please complete all applicable sections of this application for approval. Note: sign requirements are in Zoning Code Section 17.330, accessible on the City’s website on www.culvercity.org or can be obtained from the Planning counter located on the second floor of City Hall.

Sign Permit Procedure:

1. Fill out application for Sign Permit;
2. Include requested attachments as listed on the bottom of page 2;
3. Pay the applicable Sign Permit fee;
4. When the Sign Permit is approved by the Planning Division you will be called for pick-up; and
5. You will then submit two sets (stamped approved by Planning) to the Building Safety Division for their review and Building Permit issuance (keep in mind Building Safety Division will NOT accept applications without Planning Division’s approval first). An application for Building Permit is attached for your convenience.

APPLICANT:

Name: _____

Address: _____

City and Zip Code: _____

Phone: _____ Email: _____

CONTACT PERSON (if different from above):

Name: _____

Address: _____

City and Zip Code: _____

Phone: _____ Email: _____

PROJECT INFORMATION:

Project Address: _____

How many stories is the subject building? _____ How tall is the subject building? (*In feet*) _____

PROJECT DESCRIPTION: _____

TYPE OF SIGNS (please check all that apply):

Canopy Electronic Message Street Address

Changeable Copy Freestanding Wall

Corporate Flag Parapet Wall Window

Directional Public Information Other

This application/procedures are for permanent signs only. It does not include Temporary Signs.

September 2023

PROPOSED SIGNAGE:

<i>No.</i>	<i>Sign Type</i>	<i>Sign Area (Square feet)</i>	<i>Location</i>
<i>1.</i>			
<i>2.</i>			
<i>3.</i>			
<i>4.</i>			

Is the sign located on a multi-tenant building? **YES NO**

Is there an existing Multiple Business Sign Program for the subject building? **YES NO**

Is there an existing approved Master Sign Program for the subject building? **YES NO**

Is there existing signage located on the building or property? **YES NO**

If yes, list the information below on the existing sign(s), including any signs to be removed:

EXISTING SIGNAGE:

<i>No.</i>	<i>Sign Type</i>	<i>Sign Area (Square feet)</i>	<i>Location</i>	<i>To Remain?</i>	<i>To be Removed?</i>
<i>1.</i>					
<i>2.</i>					
<i>3.</i>					
<i>4.</i>					

SUPPLEMENTAL REQUIREMENTS

Three scaled sets of:

1. Color copies of **Elevations**, showing sign materials, the building and exact location of sign(s) (proposed and existing); dimensions, including distance from the top of the sign to the roof-line of the building and bottom of the sign to the top of the window or canopy; distance from vertical & horizontal edges; materials, illumination, color, and finishes; building frontage (in feet); and background area (in square feet), and architectural features. If a flag, freestanding, or monument sign, show maximum height, sign thickness, and sign dimensions.
2. If applicable, **Drawn Sections**.
3. **Site Plan**, which includes property lines, adjacent streets, and exact location of the sign(s).
4. **Photo Simulation** of the proposed signage, if available.
5. Additional information/materials may be required based on type of sign(s)/ circumstances.

OFFICE USE

Date Applied: _____ Permit Plus Case No. _____ Reviewed By: _____ Approval Date: _____