



**COMMUNITY DEVELOPMENT  
DEPARTMENT  
PLANNING DIVISION**  
(760) 770-0340  
Fax - (760) 202-1460  
68-700 Avenida Lalo Guerrero  
Cathedral City, CA 92234-7031

(Staff Use Only)

Case No.:

SP \_\_\_\_\_ - \_\_\_\_\_

**SIGN PERMIT**

**TYPE OF SIGN:**

- Temporary Sign - \$40
- Alteration of Sign Face - \$40
- Drive-thru Menu Boards - \$220
- Sign Program - \$600
- Wall Sign - \$160
- Subdivision Sign - \$540
- Monument Sign - \$300
- Other \_\_\_\_\_

Proposed # of Signs: \_\_\_\_\_ Proposed Dimensions: \_\_\_\_\_ Valuation: \_\_\_\_\_  
Method of Lighting: \_\_\_\_\_ Materials/Colors: \_\_\_\_\_

**GENERAL INFORMATION:**

Site Address: \_\_\_\_\_  
Name of Business and/or Center: \_\_\_\_\_  
Sign Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Current Business License:  Yes  No

**TEMPORARY SIGN:**

The period of display shall not exceed ninety (90) cumulative days within any twelve (12) month period and no permit shall be issued for a period of less than thirty (30) days.

Period for temporary signs: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

(Staff Use Only)

Sticker No.:

\_\_\_\_\_

**DETERMINATION OF APPLICATION (Staff Use Only)**

INSTALLATION BEFORE PERMIT:  YES (200% PERMIT FEE)  NO (STANDARD FEE)  
SIGN PROGRAM:  NO  YES SIGN PROGRAM # \_\_\_\_\_  
ACTION TAKEN:  APPROVED  DENIED

If denied, provide reasons: \_\_\_\_\_  
\_\_\_\_\_

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Date/Time Received:	Received By:	Amount Received:	Receipt No(s).:
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**SUBMITTAL REQUIREMENTS:**

- Application Fee (noted above)
- Wall Signs (**4 copies**)
  - Dimensioned diagram of building elevation, identifying width (linear feet) of tenant space and location of proposed sign
  - Diagram to include dimensions of sign cans, letters or logos (one copy in color).
  - Detail identifying method of attachment of sign to building elevation.
  - Signature of Property Owner or Authorized Agent on diagram.
- Monument Signs (**4 copies**)
  - Diagram providing dimensions of sign height, width, letters and logos (one copy in color).
  - Dimensioned diagram providing location, inclusive of distance from property lines, driveways and buildings.
  - Signature of Property Owner or Authorized Agent on diagram.
- Temporary Signs (**3 copies**)
  - Site plan showing location of temporary sign
  - Diagram illustrating size of the temporary sign, color, and lettering

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**APPLICANT**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**PROPERTY OWNER**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Owner/Agent Signature \_\_\_\_\_ Date: \_\_\_\_\_

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