



**CITY OF SAN JOSE**

Planning, Building and Code Enforcement  
 200 East Santa Clara Street  
 San José, CA 95113-1905  
 tel (408) 535-3555 fax (408) 292-6055  
 Website: [www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning)

**SIGN PERMIT/MAJOR SIGN PERMIT APPLICATION**

TO BE COMPLETED BY PLANNING COUNTER STAFF			
FILE NUMBER <b>AD</b>	RECEIPT # _____		
PROPERTY LOCATION/ ADDRESS			
QUAD #	ZONING	DATE _____	
PD ZONING FILE #	PERMIT FILE#	AMOUNT _____	
BY _____			
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL			

TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)
PROPERTY LOCATION/ ADDRESS
ASSESSOR'S PARCEL NUMBER(S) <i>(Attach Map)</i>
DESCRIPTION OF THE PROPOSED SIGNAGE <i>(include the number of signs, indicate whether attached or free standing, dimensions and total square footage)</i>

PRINT NAME OF PROPERTY OWNER*	DAYTIME TELEPHONE # (    )		
ADDRESS	CITY	STATE	ZIP CODE
REQUIRED ORIGINAL SIGNATURE OF PROPERTY OWNER* <b>X</b>	DATE		

CONTACT PERSON			
PRINT NAME/COMPANY			
ADDRESS	CITY	STATE	ZIP CODE
PHONE # (    )	FAX # (    )	E-MAIL ADDRESS	

\* Property Owner is defined as the person(s) who owns the land/property or the Property Management Company who maintains the subject building/ space and has authority or power of attorney to sign legal documents on behalf of the property owner(s).

**PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE DEVELOPMENT SERVICES CENTER, 1ST FLR, CITY HALL. APPOINTMENTS ARE NOT REQUIRED BUT MAY BE ACCOMMODATED BY CALLING (408) 535-3555.**

**Please complete the FRONT Sheet of this application and provide the following.  
INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**

- FILING FEE** \$314\* - Checks are made payable to the "City of San Jose".  
\$749\* - for a Major Adjustment/Public Benefit Gateway Signs.  
\$38 for each additional sign after the 1st.  
\$623\* for each adjustment after the 1st to process simultaneously.  
\$156\* per hour for consultation regarding review of a proposal prior to filing the application.  
*\*includes General Plan Update fee*
  
- ASSESSOR'S PARCEL MAP** marked with the project location.
- PHOTOGRAPHS** of existing buildings, existing signage and surrounding area.
- THREE (3) COPIES** of plans for the signs that include:
  - a.) **SITE PLAN, drawn to scale** containing the following information
    - Dimensions of subject property, lot lines, and existing driveways.
    - Streets adjoining the subject property.
    - Existing buildings and structures.
    - Setback dimensions of existing and proposed signs.
    - Existing off-street parking, loading, and circulation areas.
    - The location of the proposed signs.
    - Dimensioned drawings of proposed sign(s) indicating height, width, the lighting source, color and materials.
  - b.) For **ATTACHED SIGNS:**
    - Dimensioned elevations of building(s) and occupancy frontage(s) including proposed location of sign on frontage
- FLOOR PLAN.** Tenant Floor Plan with dimensions.
- For **FREE STANDING SIGNS:**
  - Dimensioned elevations of the proposed free standing sign.
  - Dimensions of subject property, lot lines, and existing driveways.
  - Setback dimensions of existing and proposed signs.
  - Existing off-street parking, loading, and circulation areas.
  - The location of the proposed signs.
  - Show all property lines and setback to proposed sign.
- MASTER SIGN PROGRAM.** The applicant is required to submit a copy of the approved program for this site with this application, if one exists.

**SIGN PERMIT WORKSHEET**

**PLEASE CONSULT SIGN ORDINANCE (TITLE 23) FOR SIGN REGULATIONS.**

- **NUMBER OF PROPOSED NEW ATTACHED SIGNS** \_\_\_\_\_ **SHOWN ON PLANS.**  
Number of Existing Attached Signs \_\_\_\_\_ shown on Plans.  
  
FRONTAGE: Number of Occupancy Frontages \_\_\_\_\_.  
(Maximum of one sign per frontage; A ground level occupancy exceeding 20,000 sq. ft. may have up to 3 signs)  
  
AREA: 1st occupancy frontage \_\_\_\_\_ ▲ Proposed sign area \_\_\_\_\_ sq. ft.  
(Maximum area is 300 sq. ft. per tenant frontage)  
2nd occupancy frontage \_\_\_\_\_ ▲ Proposed sign area \_\_\_\_\_ sq. ft.  
3rd occupancy frontage \_\_\_\_\_ ▲ Proposed sign area \_\_\_\_\_ sq. ft.  
(1st floor allowance cannot exceed one square foot for each linear foot of building frontages  
2nd or 3rd floor allowance is one-half of 1st floor area allowance)
  
- **NUMBER OF PROPOSED FREE-STANDING SIGNS SHOWN ON PLANS** \_\_\_\_\_.  
Number of existing free-standing sign on property and show on plans \_\_\_\_\_.  
  
FRONTAGE: Number of Street frontages \_\_\_\_\_.  
(Minimum of 100 linear feet of street frontage required for a free standing sign)  
  
AREA: Street Frontage \_\_\_\_\_ ft. divided by 5 ft. = \_\_\_\_\_. ▲ Proposed sign size \_\_\_\_\_ sq. ft.  
(Maximum area is 120 sq. ft. per street/frontage)  
  
HEIGHT: Proposed Sign Size \_\_\_\_\_ sq. ft. divided by 4 ft. = \_\_\_\_\_. ▲ Proposed sign height \_\_\_\_\_ ft.  
(Maximum height is 20 ft.)  
  
SETBACK: Proposed Sign Height \_\_\_\_\_  
(Minimum setbacks: 4 ft. for signs 6 ft. tall or less,  
6 ft. for signs greater than 6 ft. tall or less than 10 ft.,  
10 ft. for signs 10 ft. tall or greater.) ▲ Proposed sign setback \_\_\_\_\_ ft.

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