



**CITY OF WILLOWS**

201 North Lassen Street  
Willows, CA 95988

(530) 934-7041 • (530) 934-7402

**SIGN PERMIT REQUIREMENTS**

**PURPOSE OF THE SIGN PERMIT**

A sign permit application provides the information necessary for the Planning Department to determine that the proposed new signs are in compliance with the Zoning Ordinance requirements. An approved Sign Permit is required prior to the issuance of a building permit for a sign or the installation or placing of new signs within the City. Consult with the Planning Department whether a Use Permit is required for a new sign.

**CHECK TYPE AND NUMBER OF SIGN(S) PROPOSED:**

- |   |  |
|---|--|
| <input type="checkbox"/> Free-Standing Sign | <input type="checkbox"/> Sign Program                        |
| <input type="checkbox"/> Attached Sign      | <input type="checkbox"/> Individual Sign within Sign Program |
| <input type="checkbox"/> Portable Sign      | <input type="checkbox"/> Other (Specify) _____               |

**EXISTING SQ.FT** \_\_\_\_\_ **PROPOSED SQ. FT.** \_\_\_\_\_

**REQUIRED PLANS**

Plans for applications requesting only a change in sign copy on an existing sign shall show the information listed under No. 2 below. All other applications shall include plans drawn to scale, showing all the applicable information listed below. For signs requiring a Conditional Use Permit, the plan shall be drawn on a maximum 11"x17" sheet of paper. For on-premise signs, submit two (2) sets of plans.

**1. Site Plan**

- a. Property address and assessor parcel number.
- b. Property lines with dimensions
- c. Location and name(s) of adjacent street (s)
- d. North arrow and scale
- e. Existing structures with the locations and dimensions of existing and proposed signs mounted on the buildings.
- f. Location and dimensions of existing and proposed free-standing signs, including the dimensions of the sign's setback from the property lines.
- g. For free-standing and projecting signs, location of the driveway, parking spaces and sidewalks.
- h. In order to calculate the amount of signage allowed, indicate on the Plan the linear footage of the building front where any proposed sign(s) will be placed.

**2. Sign Elevations**

- a. Show all dimensions, including total sign height above the ground for projecting and free-standing signs.
- b. Show the proposed text on the sign face.

**3. Detail Construction Drawings (If applying for a building permit)**

- a. For signs mounted on buildings, show the detail of the anchors or fasteners
- b. For free-standing signs, show a footing detail. (Wind calculations may be required for signs over six (6') feet in height; check with the Building Department to determine if you need to provide this information)
- c. For illuminated signs, provide electrical plans in accordance with the requirements of the Building Department.