



# CITY OF SOUTH GATE

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

8650 CALIFORNIA AVE

SOUTH GATE, CA 90280

Phone: (323) 563-9526 Fax: (323) 567-0725

## ***SIGN PERMIT REQUIREMENTS***

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All signage (including temporary banners) require a sign permit and approval by the City's Planning Division. If you need additional information or clarification of the sign application, regulations, fees and process, please contact the Planning Division at (323) 563 - 9526 or [abetancourt@sogate.org](mailto:abetancourt@sogate.org) and if necessary arrange an appointment with a City Planner.

### **SUBMITTAL CHECKLIST:**

- A complete Sign Permit Application
  
- Three (3) sets of plans, **not to exceed 11'x17' in size**, scaled to an Engineer's or Architect's scale. The plans must include:
  1. A **Site Plan** showing:
    - The location and dimension of all property lines.
    - The location and dimensions of all buildings on site and shall indicate the tenant space.
    - The location of all **existing** and **proposed** signs (including wall signs, banner, pole signs, etc).
    - North arrow and scale.
  2. Building **Elevations** showing:
    - Orientation of elevation (i.e. North, East, South, or West)
    - Exterior building colors and materials.
    - Dimensions of building frontage.
    - Proposed wall sign(s) with dimensions.
  3. Sign **Design** showing:
    - Material(s) to be used for the sign(s)
    - Installation of details
    - Lighting details
    - Dimensions of sign(s).

**NOTE: Turnaround for approval is 1 week. Applicant will be notified by phone. Fee is determined based on sign valuation (cash and check only). After Planning Division approval, a permit from the Building Division is required. Please contact the Building Division for more information at (323) 563 - 9549 or visit the counter Monday-Thursday from 7am-4:30pm.**