



## SIGN PERMIT APPLICATION

Development Services Department  
777 B Street, Hayward, CA 94541

[www.hayward-ca.gov](http://www.hayward-ca.gov)

T (510) 583-4200 F (510) 583-3649 TDD (510) 247-3340

Application for a sign permit shall be made to the Development Services Department - Planning Division and shall include two (2) copies of the plot plan and elevations, drawn to scale and fully dimensioned, showing:

- (a) Property address and applicant's name, address and telephone number;
- (b) North arrow, overall site dimensions, and the location, setbacks, and dimensions of all existing structures, existing signs, and proposed signs on the parcel;
- (c) Sign elevations - depicting the letter size, overall sign area, colors, materials, type of illumination, support structures, and relationship of the sign to surrounding structures. Photo simulations may also be helpful to support the sign permit request.
- (d) Photographs of the proposed sign location and any existing signs.
- (e) Structural and electrical plans (including Title 24 calculations, where applicable) as required by the City Building Official or designee.

Application No.: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Business Name: \_\_\_\_\_ APN No.: \_\_\_\_\_

Business License No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Contact Person's Name (*if other than applicant*): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Sign Type (wall, monument, etc.).	Sign Dimensions	Sign Area	Illumination Type (non-illuminated, internal, back-lit, etc.)
1.		sf	
2.		sf	
3.		sf	
4.		sf	
<b>Total Sign Area (all signs):</b>			

**By signing below I acknowledge that I am fully aware of the provisions of the City of Hayward Sign Regulations and that violation of said Regulations shall be enforced in accordance with Section 10-7.700 – Administration, Compliance and Enforcement.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

-----  
OFFICIAL USE ONLY

Planning Division:     Approved             Not Approved             Approved w/ conditions

By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_

Approved Master Sign Program:    Yes     No    \_\_\_\_\_  
*Name and Application Number of Approved MSP*

Building Division:     Building Permit Required             Building Permit **NOT** Required

By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_

FEE Amount: \_\_\_\_\_