



**SIGN PERMIT WORKSHEET**

Separate applications are required for Business Registration Certificate. Application No. \_\_\_\_\_

Please complete the section below clearly, legibly and in ink. Attach a plot plan with sign elevations

PROJECT BUSINESS NAME \_\_\_\_\_

PROJECT ADDRESS, CITY AND ZIP \_\_\_\_\_ UNIT (SUITE) NO. \_\_\_\_\_

SIGN TYPE:  ADDITION  NEW  GROUND  INFO/DIRECTIONAL  MARQUEE  UNDER MARQUEE  WINDOW  
 ALTERATION  DEMOLITION  HIGH-RISE  INTERIOR  AWNNING  WALL  OTHER

DESCRIPTION OF SIGN ACTIVITY AND LOCATION OF SIGNS (The U.L. approval decal shall be exposed for the electrical inspector at the time of inspection)

Cost of Construction: (Includes all materials and labor costs. This may be revised by the Building Official.) \$ \_\_\_\_\_ Revised Valuation: \$ \_\_\_\_\_ CHECK THIS BOX IF WORK HAS ALREADY STARTED. Double the permit fee will be charged for legalization.

SIGN TYPE	LOCATION	DIMENSIONS	HEIGHT	CIRCUITS	SIGN COPY & COLORS
1.					
2.					
3.					
4.					

Check one for the primary contact

APPLICANT'S NAME MAILING ADDRESS BUS. PHONE NO.  
E-MAIL ADDRESS

PROPERTY OWNER'S NAME MAILING ADDRESS PHONE NO.  
E-MAIL ADDRESS

LICENSED DESIGN PROFESSIONAL (ARCHITECT OR ENGINEER IN CHARGE OF THE PROJECT) INFORMATION: LICENSE NO.  
NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

CALIFORNIA LICENSED CONTRACTOR'S DECLARATION: I herby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

CONTRACTOR'S NAME MAILING ADDRESS PHONE NO.  
COMPANY NAME

CONTRACTOR'S E-MAIL ADDRESS \_\_\_\_\_

LICENSE CLASS AND NUMBER \_\_\_\_\_ CONTRACTOR SIGNATURE \_\_\_\_\_

**STAFF USE ONLY BELOW THIS LINE**

ASSESSORS PARCEL NO.	TRACT	LOT	TYPE OF CONSTRUCTION	THE EDITION OF THE CODE
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STAFF COMMENTS, (INITIALS)

OK TO SUBMIT/EXPRESS BY:	SIGNATURE	DATE	ACCEPTED BY:	DATE	RECEIPT NO.	P.C. FEE
<input type="checkbox"/> ENGINEERING	SIGNATURE	DATE	<input type="checkbox"/> AGENCY	SIGNATURE	DATE	Y N ELECTRICAL FEE
<input type="checkbox"/> ZONING	SIGNATURE	DATE	<input type="checkbox"/> AGENCY	SIGNATURE	DATE	Y N ENERGY
<input type="checkbox"/> TRAFFIC ENGINEERING	SIGNATURE	DATE	<input type="checkbox"/> AGENCY	SIGNATURE	DATE	Y N CAL-GREEN
<input type="checkbox"/> REDEVELOPMENT AGENCY	SIGNATURE	DATE	<input type="checkbox"/> AGENCY	SIGNATURE	DATE	Y N ARCHIVE FEE (PAGES)
BLDG. PLAN CHECK	SIGNATURE	DATE	ACCEPTED BY:	DATE	RECEIPT NO.	Y N SUPP. P.C. FEE
OK TO ISSUE PERMIT BY:	SIGNATURE	DATE	ACCEPTED BY:	DATE	RECEIPT NO.	Y N PERMIT FEE

THE CITY OF GLENDALE RESTRICTS ISSUANCE OF A SIGN REQUIRING ELECTRICAL WORK TO A LICENSED SIGN OR ELECTRICAL CONTRACTOR ONLY. SIGNATURES OF THIS INDIVIDUAL MUST BE VERIFIED BY PERSONAL IDENTIFICATION. ANY PERSON SIGNING THE PERMIT APPLICATION AS AGENT FOR THE CONTRACTOR SHALL HAVE AN ORIGINAL LETTER OF AUTHORIZATION AT THE TIME OF PERMIT ISSUANCE. APPLICATIONS SHALL EXPIRE ONE YEAR AFTER THE DATE OF SUBMITTAL AND THEREAFTER, ANY DOCUMENTS SUBMITTED TO THE DEPARTMENT SHALL BE RETURNED TO THE APPLICANT OR DESTROYED BY THE BUILDING OFFICIAL AND THE PLAN CHECK FEE FORFEITED TO THE CITY OF GLENDALE. UPON WRITTEN REQUEST FROM THE APPLICANT, THE BUILDING OFFICIAL MAY EXTEND THE PERIOD OF PERMIT APPLICATION IF RECEIVED PRIOR TO EXPIRATION DATE.

**Job Address:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_

**INSPECTION RECORD**

<b>ITEM</b>	<b>INSPECTOR</b>	<b>DATE</b>
HOLE DIA _____ DEPTH _____		
FRAMING		
ROUGH WIRING		
FINISH WIRING		
FINAL		

**PLOT PLAN**

**NOTE:** Locate all Structures on the Lot . Make Bottom of Page the Street Frontage.

