



City of Yreka
 Planning Department
 701 4th Street
 Yreka, CA 96097
 (530) 841-2386

SIGN PERMIT CHECKLIST

The following provides instruction and plan requirements for all sign permit applications must include the following information. Email any questions to the Planning Department at planning@ci.yreka.ca.us, or call (530) 841-2386. You may also visit our website are <https://ci.yreka.ca.us/164/Planning> for additional information and forms.

Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED FORMS:

- Universal Application Form
- Indemnification Form
- Disclosure Form
- Electronic Signature Disclosure Form
- Sign Permit Checklist

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS:

- Sign Table Worksheet
- Sign Elevation with Color and Material Details
- Sign Site Plan
- Vicinity Map for Temporary Event Signs indicating all sign locations

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

REQUIRED FEES:

Use the City's Online Fee Schedule to determine your project's required Application Fee(s)

PROJECT PLAN SET COMPONENTS - All plans/sheets must reflect the plan sheet requirements.

APPLICATION SUBMITTAL REQUIREMENTS

The regulations established by Yreka Municipal Code Title 13 - Sign Ordinance is intended to appropriately limit the placement, type, size, and number of signs allowed within the City, and to require the proper maintenance of signs. Prior to submission of a Sign Permit, please review Title 13.

SIGN TABLE WORKSHEET

EXISTING SIGN INFORMATION:

Type (Freestanding, Flush-mounted, Awning, Temporary, etc.)	Sign Description	Illuminated*
	Height:_____ Length:_____ Depth:_____ Sq. Ft._____ Height Above Grade:_____ Letter Height:_____ Material:_____	Yes No Type:_____ Lumens:_____
	Height:_____ Length:_____ Depth:_____ Sq. Ft._____ Height Above Grade:_____ Letter Height:_____ Material:_____	Yes No Type:_____ Lumens:_____
	Height:_____ Length:_____ Depth:_____ Sq. Ft._____ Height Above Grade:_____ Letter Height:_____ Material:_____	Yes No Type:_____ Lumens:_____

*The types of illuminated signs can be: Halo-lit or Backlit, Lightbox or Cabinet, Front-Lit Channel, Neon, or External.

PROPOSED SIGN INFORMATION:

Type (Freestanding, Flushmounted, Awning, Temporary, etc.)	Sign Description	Illuminated*
	Height:_____ Length:_____ Depth:_____ Sq. Ft._____ Height Above Grade:_____ Letter Height:_____ Material:_____	Yes No Type:_____ Lumens:_____
	Height:_____ Length:_____ Depth:_____ Sq. Ft._____ Height Above Grade:_____ Letter Height:_____ Material:_____	Yes No Type:_____ Lumens:_____
	Height:_____ Length:_____ Depth:_____ Sq. Ft._____ Height Above Grade:_____ Letter Height:_____ Material:_____	Yes No Type:_____ Lumens:_____

*The types of illuminated signs can be: Halo-lit or Backlit, Lightbox or Cabinet, Front-Lit Channel, Neon, or External.