



SIGN PERMIT

Submittal Requirements

To submit a Sign Permit application, email all submittal requirements as PDF documents as attachments or via file share link to planning@albanyca.org. Failure to submit a complete application will result in your application not being accepted. Planning fees will be invoiced and sent to the property owner/applicant once the application has been accepted.

☐ **Planning Application** – including:

- ☐ Signed Terms and Conditions of Application (page 2 of application); and
- ☐ Signed Online Posting Consent Form (page 2 of application) if prepared by licensed architect or engineer

Project plans. All plans must be fully dimensioned and include the name of person/company preparing plans, dates of preparation and revision, project address, graphic scale, north arrow, and legend describing all symbols and notations. Project plans shall include all of the following:

- ☐ **Site Plan** – Include property lines and lot dimensions with existing building footprints, and location of all existing and proposed signage clearly marked. If a sign or awning is proposed over the right-of-way, clearly indicate the dimensions of any proposed projection.
- ☐ **Elevations** – If building mounted signs exist or are proposed, include all elevations of buildings with existing and proposed signage to scale. Clearly note what is existing and what is proposed. Note all existing building elements such as doors, windows, light fixtures and building materials. Show all proposed awnings, signs, graphics and logos. Illustrate the proposed awning(s) and/or signage exactly as they will be located on the building. For wall signs, include the linear frontage for each façade on which the sign(s) will be mounted. For window signs, include the dimensions of the window area. If signage is proposed on a structure other than a building (e.g. pole), include the dimensions (diameter/area and height) as well as materials of structures.
- ☐ **Signage Details** – Include separate larger-scaled, detailed drawings of all proposed awnings and signs, with the size and style of lettering and/or logos drawn to scale. Indicate all colors and materials proposed for the awning(s) or sign(s) with a color sample; as well as a photo or spec of fabric sample of the awning or sign material, in the color that is proposed.
- ☐ **Lighting Details** – (if lighting is proposed): include exact specifications as to the location, number, and type of lamps including conduits, breakers, amps, and conductor sizes. If the awning or sign is proposed to be externally illuminated, provide a manufacturer's brochure of the light fixture(s). Please note, no sign shall be illuminated so that the primary source of the light is visible beyond the property line or in any way will cause excessive glare or brightness.
- ☐ **Mounting Details** – Include construction details showing how the awning(s), sign(s), and/or lighting will be attached to the building, including a scaled drawing of the awning or sign frame.
- ☐ **Photos** – Provide photographs of the building or structures, showing all facades on which

the proposed awning(s) and/or sign(s) will be located.

* * * * *

- ☐ **Fees** – Planning fees will be invoiced and sent to the property owner/applicant once the application has been reviewed by staff and deemed complete for purposes of submittal. When obtaining more than one planning approval, the full amount for the highest fee will apply and ½ fee will be charged for any other. The application is deemed submitted on the date fees are paid in full.

Fiscal Year 2024-2025 Planning Fees (fees subject to change)

Sign Permit – Commission Level	\$909.10
Sign Permit – Administrative	\$228.05
Master Sign Program	\$2,727.29

* * * * *