



## **SIGN PERMIT CHECKLIST AND APPLICATION**

### **PLANNING DIVISION**

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**SIGN PERMIT APPLICATION CHECKLIST** This checklist guides applicants in providing the necessary information for a sign permit application to ensure compliance with the Ukiah City Code, Chapter 7, regulating signage.

**Instructions:** If you are proposing **multiple signs**, please identify each sign with a unique identifier (e.g., **Sign 1, Sign 2, Sign 3, Sign 4**, etc., or by a descriptive name like "**Main Wall Sign, Freestanding Entrance Sign, Back Door Sign**").

### **I. PROPERTY INFORMATION**

#### **1. Property Zoning Classification:**

- **Zoning District (e.g., C-N, C-1, C-2, PF, Manufacturing, PD, R-1, R-2, R-3):** \_\_\_\_\_
- This is crucial as specific sign regulations vary significantly by zone. To determine your zoning district, type in your address within the search feature of the interactive zoning map tool on the Planning Services webpage: <https://cityofukiah.com/community-development/planning-services/>

#### **2. Street Frontage of the Lot:**

- A. Total Frontage (in feet): \_\_\_\_\_
- B. Corner Lot, secondary frontage (in feet): \_\_\_\_\_ (Note: Maximum allowances for on-site signs are permitted for each street frontage on corner lots, up to two, and are not transferable.)

#### **3. Business Information (if applicable):**

- A. Business Frontage (in feet): \_\_\_\_\_ (The linear length of a building facing the public right of way, or the primary frontage within a parcel the user considers their place of business.)
- B. If the business is in a shopping center or business park, provide the name: \_\_\_\_\_ (Note: Shopping centers have specific freestanding sign allowances.)

### **II. SIGN DETAILS & DIMENSIONS**

#### **5. Type of Sign (Circle all that apply):**

- Wall Sign (Fascia Sign)
- Freestanding Sign (Ground Sign, Detached Sign, Pole Sign, Monument Sign)
- Projecting Sign

- Mural Sign
- Awning Sign
- Temporary Sign (If temporary, also complete Section XI below)
- Other: \_\_\_\_\_

**6. Square Footage and Dimensions of the Proposed Sign:**

- A. Length of Sign: \_\_\_\_\_ B. Height of Sign: \_\_\_\_\_ C. Depth of Sign: \_\_\_\_\_
- D. Square footage of Sign (length x height): \_\_\_\_\_ (Note: Area of a sign is the entire area within a single continuous perimeter enclosing the advertising message, including frames, and differentiating materials. For signs with two or more faces, the area of one face and one-half (1/2) of the second face are included. For individual letters, sum the areas of rectangles surrounding each component.)
- E. Sign Faces: (Circle one) 1) Single Face 2) Double Face

**7. Total Existing and Proposed Signage on the Property:**

- A. Total square footage of ALL existing permanent signs on the building/property, including all signs for all tenants/uses on the site: \_\_\_\_\_ (Note: A statement or diagram depicting the size and dimensions of all existing permanent advertising displays, or current dated photographs, must be provided.)
- B. Square footage of existing signs to be removed or replaced with signs included in this permit: \_\_\_\_\_
- C. What will be the new total square footage of all signs on the property with the signs included in this permit? \_\_\_\_\_

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**III. ADDITIONAL PERMITTING & REVIEW REQUIREMENTS FOR SPECIFIC SIGN TYPES**

**8. Is the proposed sign a Mural on a private commercial structure? (Circle One): Yes / No**

- If Yes, please note that a separate Mural Permit is required and will be reviewed by the Design Review Board. If the mural is a component of a larger Site Development Permit or Use Permit, it will be reviewed by the Planning Commission as part of that main permit application process.

**9. Is the proposed sign an Awning Sign? (Circle One): Yes / No**

- If Yes, please note that an Awning Sign is subject to review and may require an encroachment permit from the Public Works Department if located within the public right-of-way.
- The sign area will be calculated as the entire area within a single continuous perimeter enclosing the advertising message, including any frame or materials used to differentiate the sign from the background.
- Awning signs are considered 'Sign Area' but are not classified as projecting signs.

**10. Is this sign permit application part of a larger project that requires a Site Development Permit or Use Permit? (Circle One): Yes/No**

- If **Yes**, please note that this signage will be reviewed by the **Planning Commission** as part of the main permit application process.

11. Is this sign part of an approved uniform Community-Oriented Sign Program or Shopping Center Program? (Circle one): Yes/No

- If **Yes**:

1. **Name of Approved Sign Program:** \_\_\_\_\_

2. **Approval Date of Sign Program:** \_\_\_\_\_

3. Note: Signs installed under a Community-Oriented Sign Program are designed to provide direction, information, or recognition to places, events, culture, or other distinguishing aspects of the City of Ukiah. The sign program application specifying signage area, type, size, height, location, design, colors, materials and other information to ensure the sign program will enhance the vitality and character of the city of Ukiah shall be reviewed by the Design Review Board and the sign program must be authorized by the City Council.

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#### IV. MATERIALS, COLORS & DESIGN STANDARDS

12. **Sign Colors and Materials:**

- A. Copy (letter) color: \_\_\_\_\_ B. Background color: \_\_\_\_\_ C. Accent color: \_\_\_\_\_

- D. Copy (letter) material: \_\_\_\_\_ E. Background material: \_\_\_\_\_ F. Other material: \_\_\_\_\_

- **Design Standards Compliance (Check box):**

☐ **Architectural Compatibility:** Materials, colors, and shapes must match or complement the architectural style of the building. The sign must be proportional to the building facade and located within designated sign areas without exceeding allowed sign area. It must not obstruct or alter architectural features (e.g., cornices, columns, moldings).

☐ **Scale, Proportion, and Placement:** The sign must be in scale with the building and sized to fit within architectural sign bands, panels, or other designated areas. It must maintain minimum clearance from building edges and architectural elements to ensure visual separation. The outer perimeter of the sign shall not extend beyond the building feature to which it is attached.

☐ **Sign Quality:** Constructed from durable, high-quality materials (wood, metal, or comparable).

☐ **Prohibited Materials for Permanent Signs:** Foam, poster board, flat plastic, or other non-durable materials are prohibited for permanent signage. Plastic, plywood, or pressed board shall not be used as primary materials for permanent signs (unless allowed as a temporary sign under §3225(k)).

☐ **Historic Resources and Districts:** If on a designated historic building or within a historic district, materials, colors, and mounting methods must be consistent with the historic character and Secretary of the Interior's Standards. The sign must not obscure or damage historic architectural features.

- ☐ **Non-Commercial Zones:** Sign colors and finishes must be non-reflective to minimize glare and visual disruption.
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## V. ILLUMINATION STANDARDS

13. **How is the sign illuminated (Circle one):** A. Internal B. External C. Not Illuminated

14. **Compliance with Illumination Standards (Check box):**

- ☐ Does the lighting avoid creating a hazardous glare for pedestrians or vehicles (on public streets or private premises)?
- ☐ Will illuminated signs be turned off or dimmed in brightness from 10:00 PM to 6:00 AM, unless the business operates during those hours?
- ☐ Is the light source (internal or external) shielded from view? (Note: Diffused exposed neon, LED, or similar features are allowed).
- ☐ If externally illuminated, do fixtures utilize focused light that does not shine above the horizontal plane of the sign top and limits direct illumination to the sign itself, not onto public right-of-way or adjoining property?
- ☐ Does illumination not exceed 100 lux (10 foot-candles) measured at a distance of ten feet (10') from the sign?
- ☐ (For Monument Signs): Is external illumination or halo lighting preferred?

### **Prohibited Illumination Types:**

1. Directly exposed bulbs, lamps, or tubes are generally prohibited, unless explicitly approved as a design feature by a Site Development or Use Permit.
  2. Internally illuminated signs (channel letters, marquees, cabinet signs) are prohibited in non-commercial zones.
  3. Outlining of a building by exposed neon tubing, exposed incandescent lighting, or equivalent effect is prohibited.
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## VI. MOVEMENT & PROHIBITED SIGNS

15. **Sign Movement:** Ensure the proposed sign does NOT do any of the following (Check box):

- ☐ Flash, revolve, move, or animated in any way. (This includes dynamic digital signage, video screens, LED displays with frequent changes, scrolling text, or electronic message centers (EMC Signs) unless preempted by state law for fuel price signage).

16. **Prohibited Signs Checklist:** Ensure the proposed sign is **NOT** any of the following (Check box):

- ☐ **Attention-Getting Devices:** Flashing, rotating, animated, blinking, moving signs, dynamic digital signage (video screens, LED displays with frequent changes, scrolling text).

- ☐ Miscellaneous signs/posters affixed to buildings, barns, sheds, trees, utility poles, posts, fences (unless explicitly provided for).
- ☐ Signs affixed to vehicles/trailers on public right-of-way or public property for the sole purpose of attracting business (unless official use).
- ☐ Banner flags, pennants, searchlights, twirling signs, balloons, or other gas-filled figures placed on occupant's property or in the public right-of-way (with limited exceptions). This includes air-powered inflatable advertising devices.
- ☐ Flags other than national or corporate flags. Temporary flags, unless associated with a City-approved event.
- ☐ Portable or wheeled signs (except specific real estate and temporary signs as provided).
- ☐ Signs that utilize visible guywires, angle irons, and iron frame structures, unless construction is otherwise impractical and decorative frames are approved by the Director of Community Development.
- ☐ Signs emitting audible sounds, odor, or visible matter, including interactive fuel dispenser screens conveying advertisements, video, or interactive media.
- ☐ Signs that resemble official traffic signs or signals, or bear words like "stop," "go slow," "caution," "danger," "warning".
- ☐ Signs that may be confused with traffic control signs, signals, or emergency equipment lights.
- ☐ Outlining of a building by exposed neon tubing, exposed incandescent lighting, or equivalent effect.
- ☐ Signs located on or projecting over the roof of a building or structure.
- ☐ Off-premises signs (billboards) within the city limits, except for specific "open house" real estate signs and certain temporary portable signs. All off-site commercial signs are prohibited.
- ☐ Freestanding, projecting, portable, and other detached signs from the ground level to 8 feet in height in the 30-foot triangular area at street intersections on corner properties, unless approved by Public Works Director and an encroachment permit is secured.
- ☐ Signage advertising cannabis, alcohol, or tobacco products or businesses that includes depictions of minors or anyone under 21, images attractive to children, logos/images imitating candy packaging, or terms attractive to children.
- ☐ Backlit translucent awning signs.

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## VII. ADDITIONAL PERMITS & CLEARANCES

### 17. Required Additional Permits (Check box):

- ☐ Is the sign attached to a post or building, or does it have a foundation? If yes, a **Building Permit** is required.
- ☐ Is the sign to be served by electricity? If yes, a separate **Electrical Permit** is required. Energy Calculations/Title 24 are required.

☐ Is the sign located within or projecting into the public right-of-way? If yes, a separate **Encroachment Permit** from the City Public Works Department is required. (Note: The Public Works Director retains the right to revoke an encroachment permit if the sign is determined to be a nuisance or detrimental to public safety or convenience.)

**18. Specific Distances & Clearances (if applicable):**

○ **For Freestanding/Monument Signs:**

1. A. Distance from the building: \_\_\_\_\_
2. B. Distance from the back of sidewalk: \_\_\_\_\_
3. C. Distance from the face of the curb: \_\_\_\_\_
4. D. Distance from the property line(s): \_\_\_\_\_
5. Minimum clearance from finished grade for freestanding signs (e.g., 10 feet for certain commercial/industrial signs): \_\_\_\_\_
6. Maximum height for freestanding signs (e.g., 30 feet for commercial/industrial, 4 feet for R-3/P zones): \_\_\_\_\_

○ **For Projecting Signs:**

1. A. Horizontal projection into the public right-of-way: \_\_\_\_\_
2. B. Vertical projection into the public right-of-way: \_\_\_\_\_
3. Minimum clearance above finished sidewalk (8 feet): \_\_\_\_\_
4. Minimum clearance above an area used for vehicular movement (15 feet): \_\_\_\_\_
5. Maximum overhang into public right-of-way (4 feet for Commercial/Industrial zones): \_\_\_\_\_

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**VIII. CONSTRUCTION SPECIFICATIONS & SAFETY**

**19. Construction & Safety Compliance (Check box):**

- ☐ Does the sign comply with the City Building Code and Uniform Sign Code regarding design, construction, structural integrity, connections, and safety?
- ☐ Does the sign comply with the applicable electrical code?
- ☐ Will the sign bear clearly legible identification decals stating the firm/corporation responsible for construction/erection?
- ☐ For electric signs, will it be marked with input amperages at full load input?
- ☐ Does the sign NOT obstruct any fire escape, required exit, window, or door opening, or interfere with ventilation openings, unless authorized by a special user permit or not in violation of codes?
- ☐ Does it maintain horizontal and vertical clearance from overhead electrical conductors in accordance with the Electrical Code and PUC regulations?

- ☐ If applicable, will the sign be properly guttered and connected with downspouts to storm sewers to prevent water dripping/flowing onto public sidewalks or streets?
  - ☐ For permanent freestanding signs/poles, are they self-supporting, permanently attached to concrete foundations, and fabricated from steel or Building Code approved materials?
  - ☐ Is the sign constructed to withstand wind loads of thirty (30) pounds per square foot of total face area?
  - ☐ Is the sign designed to prevent swinging due to wind action, and anchored to prevent lateral movement/wear on supporting members or connections?
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## IX. NONCONFORMING SIGNS

### 20. Existing Nonconforming Signs (Check box):

- ☐ Is this an existing permanent sign that does not conform to current regulations? (If so, it may be permitted to remain if it was legal when erected and complies with other Chapter 7 provisions, and does not require additional permits or removal).
  - ☐ Is this a temporary nonconforming sign? (Must be removed within 30 days of July 4, 2025).
  - ☐ Does the sign whirl, blink, rotate, move, or is it animated, and is nonconforming? (Must be removed or cease movement within 30 days of July 4, 2025).
  - ☐ Is the sign associated with a business that has been sold/transferred or has changed its name? (The sign must conform to the ordinance upon sale/transfer of business or change of business name, with a one-year amortization period for sale/transfer only).
  - ☐ Are you performing ordinary maintenance or minor repairs without structural alterations or design changes? (Permitted).
  - ☐ Repairs or alterations? (May require a use permit and compliance with Chapter 7).
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## X. COMMUNITY-ORIENTED SIGN PROGRAMS

18. Is this sign part of an approved uniform Community-Oriented Sign Program or Shopping Center Program? (Circle one): Yes/No

If Yes:

- **Name of Approved Sign Program:** \_\_\_\_\_
- **Approval Date of Sign Program:** \_\_\_\_\_
- Note: Signs installed under a Community-Oriented Sign Program are designed to provide direction, information, or recognition to places, events, culture, or other distinguishing aspects of the City of Ukiah. The sign program application specifying signage area, type, size, height, location, design, colors, materials and other information to ensure the sign program will enhance the vitality and character of the city of Ukiah shall be reviewed by the Design Review Board and the sign program must be authorized by the City Council.

## XI. TEMPORARY SIGNS (IF APPLICABLE).

19. **Is this a temporary sign?** (Temporary signs are defined as signs not permanently affixed or constructed of lightweight material used to convey a message.)

a. If **YES**, please check the box below and ensure the sign complies with all applicable regulations.

b. Note: A Sign Permit is **not required** for temporary signs that meet these criteria:

- ☐ **Real Estate Signs:** (Permit Exempt) No single face may exceed six square feet for single-family homes/duplexes, sixteen square feet for multiple-family uses, and thirty-two square feet per face for commercial uses. Must be removed when property is off market.
- ☐ **Political Campaign Signs:** (Permit Exempt) One sign per private property, not exceeding four square feet in area or four feet in height. Must be removed within ten days following election, not erected prior to eighty-eight days before election.
- ☐ **Directional Signs for Special Events:** (Permit Exempt) Not to exceed twenty-four square feet each, allowed for duration of event but not more than fourteen days.
- ☐ **Temporary Window Signs:** (Permit Exempt if no Building, Electrical, or Encroachment permit needed and complies with Section 3227 standards) Painted on or attached to interior/exterior of window. Not to exceed twenty percent (20%) of any window area and are counted as part of permitted sign area. Scaled for pedestrians, oriented to window shoppers, limited to small graphics, business logos, text, and should not obscure view into store.
- ☐ **Portable Signs:** (Generally prohibited, but specifically allowed in Commercial/Industrial Zones) One portable sign per parcel.
  1. Sign area not to exceed six (6) square feet per side and four feet (4') in height.
  2. Must be removed during hours the business is not open to the public.
  3. Multiple businesses on one parcel: Check aggregate limits (1 portable sign per 50 linear feet of street frontage, or 1 per 4 businesses if four or more under one ownership). Exceptions for parcels with no setback.
  4. Placement: Along street frontage, or oriented to parking, pedestrian malls, internal courts on same parcel.
  5. Flag lots: One off-premises sign near primary entrance with owner approval or encroachment permit.
  6. Appearance: Must be designed, well-maintained, not made of cardboard or makeshift materials.
  7. Public Right-of-Way Placement: Requires encroachment permit. Must be free of hazardous appendages/conditions, support members within footprint (projection < 0.5" height), no dome bases, not secured to infrastructure, not illuminated.
  8. Clearance: Maintain minimum five feet (5') wide clear space on sidewalk/pedestrian path.

9. Deviations (excluding encroachment permit): May be allowed with Use Permit.

☐ **Construction, Development, and Subdivision Sales Signs:**

10. Residential Zones: Total aggregate area not exceeding thirty-two square feet, no single face exceeding twelve square feet. Height max ten feet. Max one year, removed upon project completion.

11. Commercial or Industrial Zones (freestanding): Total aggregate area not exceeding sixty-four square feet, no single face exceeding thirty-two square feet. Height max ten feet. Max one year, removed upon completion of sale, lease, or project.

☐ **Governmental, Educational, Civic, or Religious Special Event Signs:** (Requires approval from Community Development Director) Posted up to twenty days prior to event, removed two days after.

☐ **Banners, Pennants, and Balloons (excluding other gas-filled figures):** (Allowed under specific conditions) Max thirty consecutive days/year for new business opening; Max fifteen days/year for advertising special activities/promoting business. Must not pose traffic hazard or block permanent identification signs on neighboring properties.

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**REQUIRED MATERIALS FOR SIGNAGE REVIEW:**

Please ensure all submitted materials are complete and legible to avoid processing delays.

1. **Plot (site) plan:** Drawn to scale or with all required dimensions. It must include property lines, building(s) location, building elevations, street frontages, and the precise location of all existing and proposed signs on the site. Include a north arrow and other similar information required by the Planning Department. For signs located within or projecting into the public right-of-way, the plot plan must be sufficient to show details of sign size, height, and any other information deemed necessary by the Community Development Director or Public Works Director for an encroachment permit.
  2. **Elevation drawings and/or photos:** Clearly showing the building face and the proposed location of all signs included in this permit in relation to the building or the use it intends to identify. Include elevations of the front, sides, and rear of the building, showing architectural features that the sign may relate to or must avoid obstructing.
  3. **Existing Signage Information:** A **statement or diagram (or current dated photographs)** depicting the size and dimensions of all existing permanent advertising displays on the premises at the time of application. Clearly indicate on the site plan and elevations whether existing sign(s) will remain or be removed as part of this permit.
  4. **Detailed Sketch with Color Swatches and Specifications:** A detailed sketch with color swatches for intended colors, depicting the proposed sign or sign structure, including construction design, size, and type of material used. Provide details of the method of construction (if trenching is proposed, trenching details are needed), detailed attachment to the building or ground, and any electrical (e.g. wire sizes for illumination) and other information (e.g. Energy Calculations/Title 24) related to installation. Remember that sign materials, colors, and shapes must match or complement the architectural style of the building.
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## AUTHORIZATION

I, the undersigned, solemnly understand and hereby certify and declare under penalty of perjury that all information presented in this application and on required plans are accurate, true and correct to the best of my information and belief.

I understand that intentional misrepresentation of factual information may invalidate permit approvals granted by the City of Ukiah.

I affirm that I am the owner of the real property which is the subject of this application of that I am duly authorized to represent said property owner or agent in this matter before the City of Ukiah.

I hereby authorize employees of the City of Ukiah, the City's authorized agents, and persons with review or decision making authority for the project to enter upon the subject property, as necessary, to inspect the premises, post notices, and process this application.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

(required prior to permit issuance)

\_\_\_\_\_  
AUTHORIZED AGENT

\_\_\_\_\_  
DATE

### To Be Completed by Staff

Zoning District:	Previous Entitlement/Discretionary Review Associated with this Sign? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, File #:
Encroachment into Public Right-of-way? <input type="checkbox"/> NO <input type="checkbox"/> YES	Encroachment Permit Required? <input type="checkbox"/> YES <input type="checkbox"/> NO
Reface or reuse of existing legal non-conforming sign or sign structure? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, explain in "Notes" section below.	
Notes:	