CITY OF HUGHSON

Community Development Department, Building Division

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ADMINISTRATIVE PERMIT APPLICATION – SIGNS

PROJECT INFORMATION

BUSINESS NAME: _____ **PHONE:** _____

BUSINESS TYPE: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

TYPE OF SIGN: _____ **NUMBER OF SIGNS:** _____

SIGN LOCATION(S): _____

SIGN WIDTH: _____ **SIGN LENGTH:** _____ **SIGN HEIGHT:** _____ **TOTAL SIGN AREA:** _____

LINEAL FOOT OF PRIMARY STREET FRONTAGE: _____ **LINEAL FOOT OF SECONDARY STREET FRONTAGE:** _____

IS THIS A HOME OCCUPATION? ☐ **YES** ☐ **NO** **IS THE SIGN ILLUMINATED?** ☐ **YES** ☐ **NO**

IF "YES" WHAT TYPE OF ILLUMINATION IS BEING USED? (EX. NEON, FLUORESCENT): _____

OWNER INFORMATION

PROPERTY OWNER: _____ **PHONE:** _____

MAILING ADDRESS: _____

CONTRACTOR INFORMATION

CONTRACTOR (IF APPLICABLE): _____ **PHONE:** _____

MAILING ADDRESS: _____

CITY BUSSINESS LICENSE NUMBER: _____ **STATE CONTRACTOR LICENSE NUMBER:** _____

PREREQUISITES BEFORE THE APPLICATION CAN BE CONSIDERED COMPLETE:

A. Completion of application form

B. Three (3) Copies of sign plans

→Sign type, number, size and material of construction

→Elevation of building locating the sign(s) on the building

→Sign color and content

C. Letter of authorization from property owner if applicant is not the owner

NOTE: Other information may be required upon review

Applicant Signature	Print Name	Date

OFFICIAL USE ONLY

Planning Approval By: _____ **Date:** _____

Building Approval By: _____ **Date:** _____

Comments: