



CITY OF VISTA

Sign Submittal Requirements

(Rev. 1-14-10)

Applications for a Sign Permit shall contain the following information and documents:

1. Completed Application Form (see reverse side)
2. Two (2) sets of plans containing the following information:
 - a. Name, address, and telephone number of business owner, contractor, and building owner
 - b. Evidence that the applicant is the owner of the premises involved, or has written permission of the owner(s) to make such application (Example: a letter of authorization or signature on plans).
 - c. Location of subject property; and Assessor's Parcel Number.
 - d. Site Plan to scale of property showing use, location of proposed signs and buildings, length of building frontage where sign is to be located, parking areas, landscaping, walls or fences, property lines, right-of-way, streets and sidewalks.
 - e. Such other data including plans to scale with sign dimensions, size, maximum and minimum heights of signs, method of attachment, source of illumination, structural design of sign, and pictures colored to show final sign product layout; as may be required to determine compliance with the provisions of the Zoning Ordinance.
 - f. Number, size, and location of all existing signs on the same building, lot or premises.
 - g. Planning Fees: \$117 to be paid when plans are submitted for plan check. The building permit fees to be determined prior to sign permit issuance.

Business Owner acknowledges receipt of this Sign Permit Application and understands that a sign permit is required for any new signs proposed as part of the new business.

Business Name	Address
Signature	Date
	BL#



APPLICATION / PERMIT (A/P) NO. _____

BUILDING PERMIT APPLICATION**TYPE OF PERMIT REQUESTED** (Check appropriate boxes)

- | | | | | |
|---|---------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> REMODEL / TI | <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> FOUNDATION/SHELL |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> FINISH-OUT | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> OTHER |

PROJECT NAME / IDENTIFICATION		PROJECT VALUATION:	
ADDRESS (INCLUDING BUILDING & SUITE NO.):			
APN:	OCCUPANCY:	CONSTRUCTION TYPE:	FLOOR AREA (SQ. FT.):
EXISTING USE:		PROPOSED USE:	
DESCRIPTION OF WORK:			

PROPERTY OWNER / TENANT/ LESSEE NAME (CIRCLE ONE):	
ADDRESS / CITY / STATE / ZIP	
CONTACT NO.:	EMAIL:

PERMIT HOLDER / CONTACT NAME (IF DIFFERENT THAN ABOVE):	
ADDRESS / CITY / STATE / ZIP	
CONTACT NO.:	EMAIL:
This is the property owner, person, or entity that is granted authority by the property owner to be responsible for scheduling inspections, receiving notices of failed inspections, permit expirations or revocation hearings.	

ARCHITECT/DESIGN PROFESSIONAL/LICENSE NO./CONTACT NO./EMAIL:
ENGINEER OF RECORD/LICENSE NO./ CONTACT NO./EMAIL:
GENERAL CONTRACT/LICENSE NO./CONTACT NAME /CONTACT NO./EMAIL:

Permit Holder / Applicant Signature:

I certify that I have read this application and state that the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application. I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval for a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the city to enter the above-identified property for inspection purposes. I have the authority and grant City staff and advisory bodies the right to make copies of any plans or reports submitted for review and permit processing for the duration of this project.

Expiration: Every permit issued by the Building Official under the provision of this Code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days.

Required Signature: _____ Printed Name: _____ Date: _____

*** Licensed Contractor's Declaration:** I hereby 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.

Print Name: _____ Date: _____

Contractors Signature or authorized agent: _____

*** Workers' Compensation Declaration: I hereby affirm under penalty of perjury one of the following declarations:**

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

a. I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

b. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Insurance Carrier: _____ Policy No.: _____ Expiration Date: _____

Name of Agent: _____ Phone No.: _____

c. I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Print Name: _____ Date: _____

Contractor, owner, or authorized agent signature: _____

*** Owner-Builder Declaration:** I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s). (Section 7031.5, Business and Professions Code: Any city or county that required a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also required the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9) (commencing with Section 7000) of Division 3 of the Business and professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

a. I, as owner of the property, or my employees with wages as their sole compensation, will do () all of or () portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvements is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale).

b. I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and contract for such projects with contractor(s) licensed pursuant to the Contractor's License Law).

c. I am exempt from licensure under the Contractors' State License Law for the following reason: _____

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following web site: <http://www.leginfo.ca.gov/calaw.html>.

Print Name: _____ Date: _____

Owner Signature or authorized agent: _____

***Required per California State Law, Health & Safety Code Section 19825-29**