



City of Atascadero Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

SIGNS & FLAGPOLE INSTALLATION SUBMITTAL CHECKLIST

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE "B" OR "C"
ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2022 CBC - 2022 CRC - 2022 CEC
2022 CPC - 2022 CMC - 2022 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

PERMIT SUBMITTALS ACCEPTED MONDAY – FRIDAY BY APPOINTMENT OR VIA ELECTRONIC SUBMITTAL TO PERMITCENTER@ATASCADERO.ORG

Incomplete submittals will not be accepted

Note: A building permit is required for all free-standing flagpoles when greater than 20 feet in height or when illuminated.

- Complete Application:** Must be signed by **Owner, Agent** (with approved written authorization), or **Licensed C-45 Contractor**
 - Include **height** of flagpole on application. Flagpoles may be allowed up to a maximum of 50 feet in height per AMC Section 9-4.113

- Permit Fee:**
 - Wall Sign = \$ 75.00 cash/check (this review can be done at an Over the Counter Appointment; call 805-461-5035 to schedule)
 - Residential Flag Pole = \$ 75.00 cash/check
 - Monument (Stand-alone); Commercial Flag Pole = Current Express Permit Fee

- Site Plan - 2 Sets (monument signs & flagpoles only):** Show topography, drainage, rear, front and side setbacks, walkways, driveways, easements, location of any native trees with dripline within 20' of any construction/activity, location of all structures, and location of sign or flagpole.
 - **Flagpoles:**
 - Accessible paths of travel associated with any walkways and paths on public and commercial properties
 - Proximity to any overhead wiring

- Construction Drawings – 2 Sets:**
 - **Signs:**
 - **Wall Mounted Sign:** Show how the sign is mounted and/or supported.
 - **Monument Sign:** Complete plans and details. If base is 4 foot or greater, from bottom of footing to top of sign, structural and foundation sheets must be stamped and signed by a licensed architect or engineer.
 - **Illuminated Sign:** Provide a single line schematic drawing of the system and show location of the disconnect.
 - **Sign Dimensions:** Provide dimensions in square feet for all proposed signs.
 - **Colors**
 - **Flagpoles:**
 - **Foundation design** (stamped and signed by a licensed architect or engineer)

- Lighting Compliance:** All lighting must be shielded in compliance with AMC Chapter 9 §137

- Grant Deed / Title Report:** Required if applicant name is different than County Assessor's records.