



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: permitcenter@atascadero.org if you have questions

SIGN & FLAGPOLE INSTALLATION SUBMITTAL CHECKLIST

SUBMITTALS ACCEPTED BY APPOINTMENT – CALL (805)461-5000
or email application to permitcenter@atascadero.org

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

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 - 2025 CBC - 2025 CRC - 2025 CEC
2025 CPC - 2025 CMC - 2025 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

Note: A building 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 flagpoles 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 = \$86.00 per sign
 - Residential Flagpole = \$86.00
 - Monument (Stand-alone); Commercial Flagpole = 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 dimensions in square feet for all proposed signs.
 - **Sign Dimension:** 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.