



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

SIGN & FLAGPOLE INSTALLATION SUBMITTAL CHECKLIST

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

***Note: 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 92 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 – 2025 CWUI - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE
(TITLE 24)

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

Permit Submittal Checklist:

- Complete Building Permit 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.
- 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.
- Title Report: May be required for new ground-mounted signs; please contact the Planning Division.

Email: permitcenter@atascadero.org if you have questions.

REV AUG 2026