

SIGN PERMIT APPLICATION

Sign regulations are outlined in [Title 23](#) of the San José Municipal Code. Unless listed as an exempt type of sign in [Section 23.02.1310](#), a permit from the Planning Division is required for all free-standing signs and signs attached to the exterior of a building. For community identification signs and gateway monuments in the public right-of-way, please use the [Community Sign Permit Application](#).

Need help understanding sign regulations and sizing requirements?

View our **Sign Ordinance Visual Guide** with helpful illustrations and photos:

bit.ly/SJSignageGuide

For questions: Speak with a City Planner at **408-535-3555**; see phone service hours at www.sanjoseca.gov/Planning.

Para información en español, comuníquese con un Planificador de la ciudad al **408-793-4100**.

Để được hỗ trợ, nói chuyện với Người lập kế hoạch thành phố tại **408-793-4174**.

INSTRUCTIONS

Use this form to apply for a Sign Permit. For all applications, complete page 3. If your sign is in:

- A standard **Commercial/Industrial Zoning District**, please also complete **Worksheet A**.
- A standard **Residential/Agriculture/Open Space Zoning District**, please also complete **Worksheet B**.
- The **DC Downtown Primary Commercial Zoning District**, please also complete **Worksheet C**.

FEES

- Find the Sign Permit Application fee and methods of payment at www.sanjoseca.gov/PlanningApplications.
- Review of your submittal will not begin until fees are paid in full.

APPLICATION PACKAGE

HOW TO SUBMIT

You may submit the application package online OR by a virtual or in-person appointment.

Submit Online. Save all forms/documents as PDF files and submit online at www.SJPermits.org. After creating an account, select these options at **Add Application**:

- Application Group: Planning
- Application Type: Over the Counter
- Application Sub Type: Sign Permit
- Application Work Type: ---

Or Book a Virtual or In-Person Appointment. Select either the virtual or in-person link for Sign Permits at www.sanjoseca.gov/PlanningAppointments.

- For a virtual appointment, have all documents and photos saved as PDF files and be ready to email these during the appointment.
- For an in-person appointment, bring your documents with you to the Planning Counter at City Hall Permit Center, first floor.

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WHAT TO SUBMIT

Please include the following in your application package:

- SIGN PERMIT APPLICATION (this form, completed and signed)
- PHOTOGRAPHS of:
 - Existing on-site buildings
 - Existing tenant and building signs
 - Adjacent buildings
- SITE PLAN, line-drawn to scale, containing the following information:
 - Clearly show the tenant space for proposed signage.
 - Dimensions of each occupancy frontage where signage is proposed. Occupancy frontage is defined as the length of that part of a building occupied exclusively by an individual tenant or owner abutting a parking lot or a public right-of-way including, but not limited to, a freeway, expressway, street, plaza, or alley. Occupancy frontage is measured parallel to the property line and at grade.
 - Location of all existing and proposed signs.
 - Existing buildings, parking and circulation areas, and adjacent streets.
 - Show the location of any on-site private or public easements. Easements are identified on the title reports/grant deeds for properties. Public easements can also be researched on a site's tract map, which may be available at [County Surveyor Record Index](#).
- FLOOR PLAN of tenant space with dimensions.
- For ATTACHED SIGNS, include:
 - Line-drawn elevations showing proposed sign area, dimensions, colors, materials, graphic illustration and methods of illumination and attachment.
- For FREE-STANDING SIGNS, include:
 - Line-drawn elevations showing proposed sign area, dimensions, colors, materials, graphic illustration and methods of illumination.
 - Setback dimensions of existing and proposed signs.

Staff will assign FILE #

Please download and save this computer-fillable form to your computer. Follow instructions for [Digital Forms](#).

1. PROPERTY INFORMATION [FIND APN AT WWW.SCCASSESSOR.ORG](#)

APN/S USE A COMMA BETWEEN MULTIPLE NUMBERS:

PROPERTY ADDRESS/LOCATION:

2. PROPOSED SIGNAGE DESCRIPTION

DESCRIBE THE SIGN PROJECT. Indicate the number of signs, whether free-standing or attached, and the dimensions and total area of each sign. Use the enclosed appropriate worksheet to facilitate this description.

3. PROPERTY OWNER INFORMATION REQUIRED

PROPERTY OWNER:

CONTACT NAME IF PROPERTY OWNER IS AN GROUP/TRUST/CORP RATHER THAN A SINGLE PERSON:

MAILING ADDRESS:

PHONE:

EMAIL:

4. APPLICANT AND/OR CONTACT PERSON PLEASE WRITE "SAME" IF CONTACT INFORMATION IS SAME AS ABOVE

APPLICANT/CONTACT NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

5. APPLICATION SIGNATURE REQUIRED

DECLARATION under penalty of perjury: I agree to maintain and operate the subject project of this application in full conformance with all requirements and standards specified by San José Municipal Code Title 23.

APPLICANT SIGNATURE

DATE [MM/DD/YYYY]

SIGNATURE OF PROPERTY OWNER OR OTHER ALLOWABLE SIGNATORY PER SJMC 20.100.100

DATE [MM/DD/YYYY]

For electronic submittal or virtual appointments, a [Digital ID Signature](#) is required. For in-person appointments, an original ink signature on this form is required. By signing this application, you acknowledge that you are the property owner, the legally authorized agent of the property owner, a qualified tenant, or other signatory as allowed by [San José Municipal Code Section 20.100.110](#).

WORKSHEET A FOR SIGN PROJECTS IN STANDARD COMMERCIAL/INDUSTRIAL ZONING DISTRICTS

Please consult Municipal Code [Section 23.04.010](#) for applicable sign regulations.

FOR ATTACHED SIGNS

- Maximum one sign per occupancy frontage; ground level occupancy frontage >20,000 sq. ft. may have up to three signs.
- First floor occupancy cannot exceed 1 square foot of sign for each linear foot of occupancy frontage.
- Second and third floor occupancies are allowed one-half of first floor allowance.

1. NUMBER OF ATTACHED SIGNS: PROPOSED #: _____ EXISTING #: _____

2. SIZE OF PROPOSED ATTACHED SIGNS - Please enter data in the boxes below:

1st occupancy frontage length	2nd occupancy frontage length	3rd occupancy frontage length	4th occupancy frontage length
ft.	ft.	ft.	ft.
Proposed Sign Area	Proposed Sign Area	Proposed Sign Area	Proposed Sign Area
sq.ft.	sq.ft.	sq.ft.	sq.ft.

FOR FREE-STANDING SIGNS

- For >100-foot street frontage = one free-standing sign is allowed.
- 15-acre minimum required for architectural cluster sign.
- Maximum 120 sq. ft. sign area per street frontage or 40 sq. ft. if facing Residential area.
- < 6' height = 4' setback; 6-10' height = 6' setback; >10' height = 10' setback. Maximum height is 20 feet.
- All freestanding signs shall be placed on a base of at least 18" in height that is architecturally consistent with the main building of the parcel.
- Shall be located within fully landscaped area, extending 4' on all sides.
- If located in a corner triangle or [driveway triangle](#) shall not exceed 3'.

3. NUMBER OF FREE-STANDING SIGNS: PROPOSED #: _____ EXISTING #: _____

4. SIZE OF PROPOSED FREE-STANDING SIGNS - Please enter data in the boxes below:

Size:	Enter Length of Street Frontage:	÷ 5 feet =	ALLOWED SQUARE FOOTAGE:	PROPOSED SQUARE FOOTAGE:
Height:	Enter Proposed Sign Size:	÷ 4 feet =	ALLOWED HEIGHT:	PROPOSED HEIGHT:
Setback:	Enter Proposed Sign Height:		ALLOWED (see above):	PROPOSED:

WORKSHEET B FOR SIGN PROJECTS IN STANDARD RESIDENTIAL/AGRICULTURE/OPEN SPACE ZONING DISTRICTS

Please consult Municipal Code [Section 23.04.400](#) for applicable sign regulations.

FOR SIGNS ON RESIDENTIAL USES

- One attached or free-standing sign allowed per parcel.
- Developments with 100 residential units or more may have one sign per street frontage.
- Aggregate of all sign areas shall not exceed 1 sq. ft. for each residential unit.
- Maximum of each sign area is 32 sq. ft.

CALCULATIONS FOR PROPOSED SIGNS ON RESIDENTIAL USES - Please enter data in the boxes below:

Allowed Quantity:	a) ENTER # OF PARCELS:	= # OF ALLOWED SIGNS. >100 Units may have one sign per street frontage
	b) # EXISTING SIGNS:	
	c) ENTER # PROPOSED NEW SIGNS	
	d) TOTAL OF SIGNS	Total # of Signs (b + c) should not exceed (a) # of Allowed Signs

Sign Size:	ENTER # OF RESIDENTIAL UNITS:	=	ALLOWED SIZE: (Max. 32 sq. ft.)	PROPOSED SIZE:
Sign Height:	ENTER PROPOSED HEIGHT:		Maximums: Attached: 12'. Free-standing: 3' unless >100 units.	
Sign Setback:			ALLOWED SETBACK:	PROPOSED SETBACK:

FOR SIGNS ON NON-RESIDENTIAL USES (CHURCHES, SCHOOLS, ETC.)

- One attached OR detached sign is allowed for street frontage <200 ft.
- One attached AND one detached sign is allowed for street frontage >200 ft.
- Maximum sign area size is 32 sq. ft.
- Window, awning, projecting, and segmented signs are not allowed.
- Signs shall not be illuminated unless required for safety or directional signs.
- Signs shall not be displayed on accessory buildings.

CALCULATIONS FOR PROPOSED SIGNS ON NON-RESIDENTIAL USES - Please enter data in the boxes below:

Quantity:	a) ENTER # EXISTING & PROPOSED SIGNS	# EXISTING	+ # PROPOSED:	= TOTAL SIGNS:
Sign Size:	b) ENTER STREET FRONTAGE (divide by 8 feet):	÷ 8 =	ALLOWED SIZE:	PROPOSED SIZE:
Sign Height:	c) ENTER PROPOSED HEIGHT:		Maximums: Attached: 12'. Free-standing: 3' unless >100 units.	
Sign Setback:			ALLOWED SETBACK:	PROPOSED SETBACK:

