



**CITY OF POWAY**  
 DEVELOPMENT SERVICES DEPARTMENT  
**SIGN PERMIT APPLICATION**  
 13325 Civic Center Drive, Poway, CA 92064  
 (858) 668-4656 / Fax (858) 668-1211

**FILING REQUIREMENTS**

This application is to be submitted electronically. Visit our online portal at [services.poway.org](http://services.poway.org) to submit plans. No processing will begin until the City has received all required submittal items.

For land use permitting and requirements on signs, please refer to chapter [17.40 of the Poway Municipal Code](#). Depending on the scope of construction, a building permit may also be required. Requirements for signs may be subject to an existing comprehensive sign program on file with the City. For questions, please call the Planning Division at (858) 668-4600.

The following information and plans must be submitted prior to permit processing.

The plans must be prepared and accurately scaled or the application will not be accepted. One (1) set of plans, which shall include:

1. **Detailed site plan** showing exact location of the proposed signs.
2. **Typical elevation** of the building face or structure showing exact location of the proposed signs.
3. **Detailed elevation** of the sign indicating the color, material, letter style, and exact dimension. The elevation of the sign shall be colored to resemble the proposed colors of the sign.

Payment of Application Fees. Consult the latest Master Fee Schedule for current fees. Once an application has been deemed complete, an invoice will be generated.

**Comprehensive Sign Program** requests shall submit plans describing the criteria of the sign program, both written and graphically (see above).

**See attached for any additional Comments.**

**THIS SECTION MUST BE COMPLETED**

■ **PROPERTY OWNER'S REPRESENTATIVE/APPLICANT**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**I CERTIFY THAT I AM THE LEGAL OWNER'S REPRESENTATIVE/APPLICANT AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
 SIGNATURE and DATE

■ **PROPERTY OWNER**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**I CERTIFY THAT I AM THE LEGAL OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
 SIGNATURE and DATE



## **FREQUENTLY ASKED QUESTIONS REGARDING POWAY SIGN STANDARDS**

### ***What kinds of business signs are allowed in Poway?***

**Special Event Signs** - may be approved for a limited period of time as a means of publicizing special events such as grand openings, new management, and inventory sales. Special event signage may include one 32 square foot (or less) freestanding signs, which is not over 8 feet high. In addition, you may use wall and window signs, banners, pennants, flags, and inflatable advertising devices as long as they are not placed above the roofline of the building. To apply for special event signing, you should send a letter to the Director of Development Services describing the proposed signage and the display dates.

**Permanent Signs** - are permitted based on the standards in the Poway Municipal Code and if the location is within a center, the sign must also comply with the adopted Comprehensive Sign Program.

**Permanent Window Signage** - is allowed up to 12 square feet per business frontage. These signs may list the name of the business, hours of operation, address and emergency information.

**Temporary Advertising Signage** - painted on the window or constructed of paper, cloth, or similar expendable material may be used as long as the total area of such signs does not exceed 25% of the window area. These signs may be displayed for up to 30 continuous calendar days for a total of 60 days per calendar year.

### ***Do I need a special permit to install a sign?***

Generally, all signs must be approved through the sign permit process; however, some signs (such as permanent window signage and temporary advertising signage) are exempt from Sign Permit requirements, although Building Permits may still be required. Contact the Development Services Department for further information (858) 668-4656.

### ***What is the process to apply for a Sign Permit?***

Submit completed Sign Permit Application, plans for proposed sign and pay the required fees to the Development Services Department, Planning Division. A Building or Electrical Permit may also be required.

### ***Are there any signs that are not allowed?***

Yes. Some of the prohibited signs are as follows: roof signs, flashing signs, animated signs (conveying the illusion of motion), revolving or rotating signs, sandwich boards, vehicle signs (when parked or stored on property to identify a business or advertise a product), portable signs, off-site signs, outside light bulb strings and exposed neon tubing outside of the building.