



# Temporary or Permanent Sign Permit Application Checklist

A sign permit is required for any new sign, face change, or sign relocation. Current business license is required.

## **SUBMITTAL REQUIREMENTS**

The following information is required in order to submit a Temporary (banners) or Permanent Sign Permit application to the Planning Division. All signs are required to comply with the Bell Municipal Code. Planners are available Monday through Friday 8:00a.m. to 4:00 p.m. at the Planning Counter, City Hall 6330 Pine Ave, Bell, CA 90201.

- Completed Sign Permit Application (attached).**
- Three (3) copies of Site Plan,** which shall not exceed 11"x17" size paper, fully dimensioned to Engineer's or Architect's scale. Site Plans shall include:
  - The location and dimensions of all property lines.
  - The location and dimensions of all buildings on site. This shall also denote the location and dimensions of the tenant space.
  - The location of all existing and proposed signs, including but not limited to, wall signs, monument signs, and freestanding signs.
  - North arrow.
- Three (3) color copies of Building Elevations (for proposed wall signs only),** which shall not exceed 11"x17" size paper, fully dimensioned to Engineer's or Architect's scale. Color photograph with sign(s) superimposed may be submitted in lieu of drawings. Building Elevations shall include:
  - Orientation of elevation (i.e. North, East, South, or West).
  - Exterior building colors and materials.
  - Dimensioned building frontage for the business.
  - Proposed wall sign(s), with dimensions.
- Three (3) color copies of Proposed Sign(s),** which shall not exceed 11"x17" size paper, fully dimensioned to Engineer's or Architect's scale. Proposed Sign(s) shall include:
  - Material(s) to be used for the sign(s).
  - Installation details.
  - Lighting details.
  - Dimensions of sign(s).
- Filing Fee.**
  - \$75 for face change to existing signs or new signs
  - \$40 for temporary signs

**NOTE: After Planning Division approval, a separate permit from the Building Division must be obtained before installing proposed sign(s).**

City of Bell- Community Development Department - Planning Division

6330 Pine Avenue , Bell, CA 90201 - Phone (323) 588-6211

Case No: \_\_\_\_\_



# Sign and Temporary Sign Permit Application

City of Bell - Community Development Department - Planning Division

## **A** Project Information

Property Address \_\_\_\_\_ Business Name \_\_\_\_\_

For temporary signage, list the dates the temporary signs will be installed \_\_\_\_\_

Please list all existing and proposed signs for the business in the table below.

New	Existing	Type of Sign (e.g. wall, monument, etc.)	Size (Square Footage)
Total Square Footage of Signs for Business			

## **B** Applicant Information

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

*I declare under the penalty of perjury that to the best of my knowledge that the information provided on this application is true and correct.*

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

## *Site Plan*

Indicate the location of all proposed temporary signs. Include the building, business location, streets, and north arrow.

## *Diagram of Temporary Sign*

Indicate the length, width, and copy of the proposed banner.

### ***Certification of Applicant***

With my signature below I hereby acknowledge and certify the following:

- All information on this application is true and correct.
- The property owner or authorized agent has reviewed and approved the proposed temporary sign(s)
- I have received and will comply with all of the City of Bell Municipal Code requirements regarding temporary signs.
- Failure to comply with the Municipal Code requirements or the removal the temporary signs at the end of the display period may result in the issuance of an administrative citation and/or other legal action being taken the City.

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_



# “At Risk” Plan Check Acknowledgement

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By executing this At-Risk Plan Check Acknowledgement, I formally indicate my knowledge and acceptance of the risks associated with the initiation of an early plan check review by the City of Bell Building Division of the project construction drawings for my proposed construction project involving the property located at: \_\_\_\_\_  
Bell, CA.

By executing this At-Risk Plan Check Acknowledgement, I formally indicate my knowledge and acceptance of the fact that I may incur both extra cost and effort associated as a result of requesting commencement of the plan check review process prior to securing the requisite approval from the Planning Division for my project.

By executing this At-Risk Plan Check Acknowledgement, I am also indicating my knowledge and acceptance of the fact that plan check fees will not be refunded if the necessary Planning Division approvals for this project are not granted.

## ACKNOWLEDGEMENT:

\_\_\_\_\_  
Applicant's/Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Planning Case/Entitlement File Number

\_\_\_\_\_  
Authorization by Planner

\_\_\_\_\_  
Date

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# City of Bell

## Hold Harmless Certificate

The undersigned shall save, keep, hold, and represent the City of Bell, its officers and agents harmless from all damages, costs or expenses in law, equity, and any liability that may at any time arise or be set up because of damages to property, or of personal injury received by reason of or in the course of performing work which may arise from or be a result of the involvement of the undersigned in the following project:

\_\_\_\_\_

Address of project: \_\_\_\_\_

\_\_\_\_\_

Bell, California 90201

Furthermore, the undersigned hereby certifies that he/she will be responsible for all conditions of approval in conjunction with the aforementioned project.

Executed at: \_\_\_\_\_, California

Dated: \_\_\_\_\_, 20\_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_