



City of Hemet

PLANNING DIVISION

445 E. Florida Avenue, Hemet, CA 92543

(951) 765-2375

www.cityofhemet.org

Application No.:	PSP
Date Received:	
Approved By:	
Approval Date:	

PERMANENT SIGN PERMIT APPLICATION

Property Information

Business Name: _____

Business Address: _____

Name of Center: _____

Type of Business: _____

Zoning: _____ APN(s): _____

Component of approved signed program: No Yes – Number/Name _____

Applicant Information – the Applicant is the designated contact to receive materials from the City.

Applicant Name: _____

Applicant Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Applicant's Interest in Property: Own Rent Other: _____

Contractor Information – if different than the Applicant.

Contractor Name: _____

Contractor Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Owner Information - Consent Affidavit required if Applicant is not the Property Owner

Owner Name: _____

Owner Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Contact Name: _____

Phone Number: _____ Email: _____

A. SIGN INFORMATION. TYPE OF SIGN(S) REQUESTED:

- Building mounted – Business Identification Sign**

Elevation	Lineal Feet of Business Frontage	Total Square Feet of Sign(s)
North		
South		
East		
West		

- Freestanding or Monument – Parcel Identification Sign**

Side of Lot	Lineal Feet of Lot Frontage	Total Square Feet of Sign(s)	Total Height of Sign(s)
North			
South			
East			
West			

- Marquee, Canopy, or Projecting Sign (Note: encroachment permit required if over public right-of-way.)**

Lineal Feet of Business Frontage	Total Square Feet of Sign(s)	Sign Clearance from Ground

- Sign Reface.** The Planning Division process is the same as for a new sign permit. Does not generally require a building permit.

- Other (e.g., mural, neighborhood identification, security warning.)** Provide description and dimensions _____

APPLICANT CONCURRENCE

I have read and understand the requirements regarding size, placement, message, and maintenance of the sign(s) granted by this permit. I accept responsibility for compliance with Article XXXVI (Signs) of Chapter 90 (Zoning).

 Applicant Signature
 (Or Applicant Representative)

 Date

B. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Signed sign application form.
 - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Processing fees pursuant to the latest adopted fee schedule.
- 3. Four 8 ½" x 11" or 11" x 17" copies of a site plan showing the following:
 - a. Location of the buildings, streets, driveways, rights-of-way, sidewalks on the subject property.
 - b. Location of the proposed sign.
 - c. Location of existing signs. If any signs are to be removed, label accordingly.
- 4. Four 8 ½" x 11" or 11" x 17" copies of a drawing(s) of the proposed signage that includes the following:
 - a. Elevation of sign(s) drawn to scale with all widths, heights, and lengths labeled.
 - b. Color rendering of sign detail.
 - c. Indicate if sign will be illuminated and estimated time of illumination.
 - d. Indicate if sign is a LED display board or bulletin board.
- 5. Color photographs of the existing site and proposed location of the signage.

C. APPLICANT NOTIFICATIONS

1. A separate building permit with associated fees is required for all permanent signage. Contact the Building Department for submission requirements.
2. Replacement of existing can face (sign reface) does not generally require a building permit.
3. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
4. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

D. ATTACHMENTS

1. Property Owner Consent Affidavit.



City of Hemet

Property Owner Consent Affidavit

445 E. FLORIDA AVENUE, HEMET, CA 92543 (951) 765-2375

****THIS FORM MUST BE NOTARIZED****

PROJECT NO(s) _____

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE)
CITY OF HEMET)

SS

DATE: _____

I/We, _____, the OWNER(s) of the Real Property involved in this application, do hereby consent to the filing of this application. I/We do hereby appoint the following person(s) as my agent(s) to act on my behalf on the foregoing application:

AGENT: _____ Phone No: () _____
(Printed Name of Agent)

Address of Agent: _____
(Number) (Street) (City) (State) (Zip)

OWNER: _____
(Signature)

OWNER: _____
(Signature)

Address: _____
(Number) (Street)

(City) (State) (Zip)

Address: _____
(Number) (Street)

(City) (State) (Zip)

NOTE: A NOTARIZED OWNER'S AFFIDAVIT IS REQUIRED AS PART OF ALL APPLICATIONS. IF OWNERSHIP IS HELD OTHER THAN BY AN INDIVIDUAL, PROOF, IN THE FORM OF A SPECIAL POWER OF ATTORNEY, AUTHORIZED CORPORATE RESOLUTION, PARTNERSHIP AGREEMENT OR OTHER ACCEPTABLE DOCUMENT(S) SHALL BE SUBMITTED TO THE CITY ALONG WITH THE NOTARIZED SIGNATURES OF THOSE OFFICERS AUTHORIZED TO SIGN ON BEHALF OF CORPORATION OR PARTNERSHIP. PLEASE NOTE THAT YOUR APPLICATION MAY NOT BE DETERMINED TO BE COMPLETE UNLESS AND UNTIL OWNERSHIP CAN BE VERIFIED.

FOR OFFICIAL USE ONLY

STATE OF _____

COUNTY OF _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 20 _____

BY _____
(Printed Name of Owner As Signed Above)

BY _____
(Printed Name of Owner As Signed Above)

Proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

NOTARY PUBLIC SEAL



**CITY OF HEMET
DEPARTMENT OF BUILDING AND SAFETY
APPLICATION FOR BUILDING PERMIT**

Date _____

Description of Work				Permit #	
Jobsite Address			Unit/Ste/Space #		Plan Check #
City HEMET	State CA	Zip Code	Assessor's Parcel Number		Valuation
<input type="checkbox"/> Commercial		<input type="checkbox"/> SFR	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Multi-Family: _____ # of Units	
Property Owner			Phone Number ()		Check One: <input type="checkbox"/> Owner Builder
Mailing Address (if different)			City	State	Zip Code
					<input type="checkbox"/> Contractor
					<input type="checkbox"/> Authorized Agent
Applicant Information					
Applicant Name			Contact Person (if different)		Phone Number ()
Contractor			Architect or Engineer		
Address			Address		
City	State	Zip Code	City	State	Zip Code
Phone Number ()	Fax ()		Phone Number ()	Fax ()	
Email Address			Email Address		
License Number	Type	Exp. Date	License Number	Exp. Date	
Contractor's Workers Comp. Ins. Carrier			Workers Comp. Number	Exp. Date	
Contractors City of Hemet Business License Number				Exp. Date	
<p>By my signature below, I certify to each of the following: I am the property owner or am authorized to act on the property's behalf. I have read this application and the information I provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes.</p> <p>Property Owner / Authorized Agent (Contractor or Applicant) Signature: _____ Date: _____</p>					
For Office Use Only					
Zone _____		Lot Size _____		Sets of Plans _____	
Setbacks - Front _____		Left _____		Right _____ Rear _____	

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Signature _____

WORKERS' COMPENSATION DECLARATION

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fine up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in section 3706 of the labor code, interest, and attorney's fees.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No. _____

I have and will maintain worker's compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My worker's compensation insurance carrier and policy number are:

Name of Agent _____ Phone #: _____

Carrier _____ Policy Number _____ Expiration Date _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant Signature _____ Date _____

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name: _____ Lender's Address: _____

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who, through employee's or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that I was not built or improved for the purpose of the sale.).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with licensed Contractor pursuant to the Contractors' State License Law.).

I am exempt from licensure under the Contractors' State License Law for the following reason: _____

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>

Property Owner/or Authorized Agent Signature: _____ Date: _____