More Information

14.58.120 Violation.

Upon occurrence of a violation of the provisions of this chapter, the code enforcement officer shall notify the responsible person representing the sign in violation that a violation of this chapter exists. A notice of violation and order to correct or cease activity as provided in Section 8.26.050 shall be issued.

14.58.130 Enforcement.

The code enforcement officer may cause the removal or demolition of an illegal sign or for failure to comply with a notice of violation upon seven days’ written notice. After removal or demolition of the sign, a notice shall be mailed to the sign owner stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the building official. If the amount specified in the notice is not paid within thirty days of the notice, the city may institute a civil action to recover its costs. The owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon unless facts to the contrary are brought to the attention of the code enforcement officer.
Types of Signs

The most common sign types are listed below:

- **Wall Sign**—the sign shall be contained within the outline of the façade, requires a permit.
- **Temporary Sign or Flag**—allowed only in commercial and industrial zones. Maximum height 8’ if portable. 32 sq. ft. per street frontage per site. If no street frontage then 32 sq. ft. per site. Sign shall be repaired, replaced, or removed when torn, worn, broken or dilapidated. Requires a permit.
- **Sandwich Board**—maximum sign height 4’, maximum sign area 8 sq. ft. each face. Sign allowed only in Commercial and industrial zones. Shall be removed at the end of each business day. Requires a sign permit.
- **Window or Door**—The sign shall be contained within the perimeter of the window or door. No Permit required for temporary sign; Permit required for permanent sign.
- **Free-standing Sign**—maximum height 25’, 150 sq. ft. per site in a commercial or industrial zone, except that a site has street frontage exceeding 300 lineal feet is allowed 150 sq. ft. per increment of 300 lineal feet of street frontage. Permit is required.

Sign work exempt from sign permit

The replacement of the face or faces of a cabinet sign, maintenance of a sign or sign structure (by repair, replacement of parts, cleaning, or touch-up), and sign removal without any sign installation is exempt from the requirement for a sign permit.

Sign permit requirements.

- Two copies of a scaled drawing of the site plan which shows the site boundary, sidewalk and curb, driveways, building, other relevant site development or site limitations, and the location of the proposed building or free-standing sign or signs. The location of free-standing signs should be shown as dimension lines from nearest lot or parcel boundaries.
- Two copies of scaled plans and elevations of the sign work, including sign and sign structure dimensions, sign height, structural detail, description, drawing, or picture of the sign copy, footing details, method of sign attachment to sign structure, building or architectural appendage, illumination, specifications, and calculations for wind loads.
- An inventory of each and every existing sign on the site, including a description of the sign copy, type of sign, and sign dimensions.
- The building official may waive the submission of plans, specifications, and calculations when the structural aspect is of minor importance.
- A completed application with an inventory of each & every sign that will be installed or removed, & the type of sign.