



**SIGN PERMIT**  
**P-11**  
 SUBMIT [ONLINE](#)

*[Development Services](#)*

**Planning Division**  
 1635 Faraday Avenue  
 (442) 339-2610  
[www.carlsbadca.gov](http://www.carlsbadca.gov)

THIS APPLICATION IS TO BE SUBMITTED ELECTRONICALLY. VISIT OUR ONLINE PERMIT PORTAL AT [HTTPS://EG.CARLSBADCA.GOV/](https://eg.carlsbadca.gov). NO PROCESSING WILL BEGIN UNTIL CITY HAS RECEIVED ALL REQUIRED SUBMITTAL ITEMS

Background

For land use permitting and requirements on signs, refer to chapter 21.41 of the Carlsbad Municipal Code, including an applicable specific plan, master plan or sign program. Depending on the scope of construction, a building permit may also be required. Please note ground-mounted/monument signs within the coastal zone also require a minor Coastal Development Permit. Requirements for signs may be subject to an existing sign program on file with the city.

Have questions? Please visit the city [website](#) on options to contact Planning.

**TYPE OF PERMIT APPLYING FOR:**

- Sign Permit (Also use for Temporary Banners and ground mounted/monument signs) Sign Program or Modified Sign Program? [Use P-11\(D\)](#)

Name of Project: \_\_\_\_\_

Related Planning Case Number(s), if any: \_\_\_\_\_

PROPERTY OWNER/PROPERTY MANAGER				APPLICANT			
NAME (PRINT OR TYPE)				NAME (PRINT OR TYPE)			
MAILING ADDRESS				MAILING ADDRESS			
CITY	STATE	ZIP	TELEPHONE	CITY	STATE	ZIP	TELEPHONE
I CERTIFY THAT I AM THE LEGAL OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.				I CERTIFY THAT I AM THE REPRESENTATIVE OF THE LEGAL OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.			
SIGNATURE _____			DATE _____	SIGNATURE _____			DATE _____

**SUBMITTAL REQUIREMENTS:**

PRIOR TO PERMIT PROCESSING, APPLICANT MUST SUBMIT ALL ITEMS BELOW:

1. Sign/Site Plans

Application for sign permits require plans be submitted consisting of a minimum of a title sheet, site plan and sign elevations containing the following information\*:

1. Project Name
2. Site Address
3. Applicants contact information: Name, address, phone number and email
4. North arrow and scale.
5. Location of existing buildings or structures, parking areas, and vehicular access points to the property. For monument/ground mounted signs, provide location of the sign relative to existing driveways, easements, objects, mature landscaping, and city right-of-way.
6. Location of all existing and proposed signs for the property.
7. Distance to the property line(s) for all proposed freestanding sign(s).
8. Provide an elevation for all proposed sign(s) which specifies the following:
  - A. Dimensions and area (square feet) for all existing and proposed sign(s).
  - B. Materials and color the sign(s) will be constructed of.
  - C. Type of mounting
  - D. Source of Illumination, if any.
  - E. Proposed sign copy (text/lettering/design of proposed sign).

\*Additional supporting information may be required from applicant depending on standards, requirements, scope, design and/or property constraints.

2. Certificate of Accuracy, form [P-37](#), signed/executed

3. Completed/signed application form

4. Application Fee (Invoiced/paid after application screened)