



City of Industry Sign Approval Application: Step-by-Step Guide

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.

Step 1 → Contact the Planning Department

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed project is permitted. A copy of the sign code can be found on the City of Industry website at: http://www.cityofindustry.org/PDF/Planning_pdfs/signcode.pdf

15625 Stafford Street

City of Industry, CA 91744

Phone: (626) 333-2211

planning@cityofindustry.org

Counter Hours: Monday through Thursday, excluding holidays

8 am to 11:30 am and 1 pm to 4 pm

Step 2 → Obtain Sign Approval Application

Download the application: <http://www.cityofindustry.org>

Or

Request an application by email: planning@cityofindustry.org

Or

Request an application by phone: 626-333-2211

Or

Visit us at City Hall (address above)

Step 3 → Fill Out Sign Approval Application

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

Step 4 → Submit Completed Application to City Hall

Submit the completed application along with all required plans to the Planning Department for approval. Your project will be assigned to a planner and you will be contacted if any additional information is needed.

Step 5 → Approval Letter Issued

Once your application has been approved, the Planning Department will issue an approval letter that can then be taken to Los Angeles County Department of Building and Safety, along with your stamped set of plans, so that you may submit for permits.



**City of Industry
Sign Approval Application**

15625 Stafford Street • City of Industry • CA • 91744
Phone: (626) 333-2211 • Fax: (626) 961-6795
www.cityofindustry.org

Please type or print clearly

Project Location: _____ Assessor's Parcel Number: _____
Street Zip

Project Contact Person: _____ Phone Number: _____ Email Address: _____

Address: _____
Street City Zip

Sign Contractor: _____ Phone Number: _____

Address: _____
Street City Zip

Property Owner: _____ Phone Number: _____

Address: _____
Street City Zip

Describe color, materials and type of construction of all signs: _____

Complete all that apply:

	No. of Signs	Illuminated or Non- Illuminated	Dimensions
Wall			
Monument			
Directional			

Building Lengths: Front _____ ft. Side _____ ft. Rear _____ ft.

Applicant Name: _____ Applicant Signature: _____

Date: _____

Please submit the following with this application:

For Monument and Directional Signs

- Two (2) sets- Fully dimensioned and labeled sites plans indicating sign locations
(At least one set must be 11 x 17)
- Two (2) sets- Fully dimensioned and labeled sign elevations (one set colored)
(At least one set must be 11 x 17)

For Wall Signs

- Two (2) sets- Fully dimensioned and labeled Site Plans indicating sign locations
(At least one set must be 11 x 17)
- Two (2) sets- Fully dimensioned and building elevations indicates sign locations and dimensions (one set colored)
(At least one set must be 11 x 17)