



CITY OF OAKDALE
COMMUNITY DEVELOPMENT & SERVICES DEPARTMENT
455 SOUTH FIFTH AVENUE
OAKDALE, CA 95361
PHONE: 209-845-3625 FAX: 209-848-4344

SIGN SUBMITTAL REQUIREMENTS

- Submit and Complete Sign Application and Building Permit Application
- Submit 3 copies of the sign plans to the Planning Division
- Pay Application Fee (\$85)

1. SITE PLAN fully dimensioned showing:

- Location of buildings showing dimensions of lineal building frontage and setbacks from property lines.
- Locations and dimensions of proposed signs.

2. DETAILS OF PROPOSED SIGN FACES showing:

- Dimensions of sign background.
- Dimensions of letters on sign.
- Height to top of freestanding/monument sign.
- Type of lighting to be used including method of installation.

3. ELEVATIONS showing:

- Fully dimensioned building elevations showing sizes and location of existing and/or proposed wall signs.
- Placement of proposed sign(s), and all existing signs on the property.
- For double-faced signs perpendicular to building, show distance from curb face to end of sign.
- For signs on marquees, show height of sign above sidewalk.

4. INVENTORY: A sign inventory of all signs must be submitted for any sign evaluation to include the type, description, size, height and locations of all existing and proposed signs.

5. PLANS / DRAWINGS REQUIRED: Three (3) copies of all drawings/plans are required. Ten (10) copies of all drawings/plans are required if subject to Design Review.

6. CENTRAL COMMERCIAL-DISTRICT (C-C): Signs proposed for property located within the Central Commercial (C-C) District may be subject to review by the Design Review Committee. Please refer to the Guidelines for Design Review or contact the Planning Division at (209) 845-3625.

NOTE: Sign permit review is conducted by the Community Development & Services Department's Planning and Building Divisions. In reviewing your sign proposal, the Planning Division will evaluate such items as sign placement and size, existing signage, compatibility with adjoining properties and vision clearances, etc. Upon the Planning Divisions approval, your sign proposal will be forward to the Building Division for review and permit issuance. Additional information may be required by the Building Division. Building permit fees will apply at the time the sign is approved and the building permit is issued. Please contact the Building Division for any additional questions at (209) 845-3626.



CITY OF OAKDALE
COMMUNITY DEVELOPMENT & SERVICES DEPARTMENT
455 SOUTH FIFTH AVENUE, OAKDALE, CA 95361
PHONE: 209-845-3625 FAX: 209-848-4344

SIGN PROPOSAL APPLICATION

Applicant: _____

Address: _____

Telephone Number: _____

Project Name: _____

Project Address: _____

Assessor's Parcel Number: _____

Zoning of Property: _____

- | | |
|---|---|
| <input type="checkbox"/> Reface of Existing Sign
<input type="checkbox"/> Wall Sign *
<input type="checkbox"/> Painted Sign on Wall or Window
<input type="checkbox"/> Overall Sign Program
<input type="checkbox"/> Temporary Sign | <input type="checkbox"/> Freestanding Monument Sign
<input type="checkbox"/> Freestanding Pole Sign
<input type="checkbox"/> Internally Illuminated
<input type="checkbox"/> Externally Illuminated
<input type="checkbox"/> Other: _____ |
|---|---|

	Existing	Proposed
Sign Area (Both Sides of Double Faced Sign)		
Height		
Width		
Height from Ground to Top of Sign		
Colors		
*Lineal Building Frontage		N/A

Additional Information May be Required, See Attached Planning Requirements.

The information contained in this application is accurate and true to the best of my knowledge. I understand that an approved permit may be conditional and may require a building permit.

Applicants Signature

Date

Staff Use Only
Project Number:
Date Received:
Site Visited:
Check Number:
DRC Review? (yes/no)
Linked Applications?



CITY OF OAKDALE BUILDING DIVISION

APPLICATION FOR PERMIT INSTRUCTIONS

California State Law requires that every permit applicant provide specific information and declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. All applications must include the information requested which is identified by the division markers. If you are unsure about any item, the Building Division will assist you. Fill in ALL information completely and either type or print legibly in blue or black ink. Applications may be submitted directly to the Building Division located at 455 South Fifth Avenue, Oakdale, CA 95361.

IDENTIFY THE PROJECT

Project Location

Accurate property identification is very important. Please provide the property location/street address and either the lot, building, or suite number. Please note that addresses for new building construction will be issued by the City of Oakdale Building Division after permit submittal. The Building Division staff will complete the Subdivision/Tract/Shopping Center section.

Property Owner Information

Please complete this section with the property owner's information.

Licensed Design Professional Information

If the project has a licensed architect or a licensed engineer, please complete this section. If not, please write "Not applicable" or "N/A"

Residential and Commercial Section

Check the appropriate box(es) to describe the type of project. Please also complete the SF (square footage) areas and/or Description of Work section, if applicable. The value section must also be completed for all projects *except* new single family homes, new commercial buildings, and new multi-family buildings.

NOTICE TO APPLICANT

A letter of authorization from the contractor or company is required if the applicant is not the license holder. The letter must be on company letterhead and submitted **before** a building permit will be issued. You may submit the letter at time of application, or on a later date in person at 455 South Fifth Avenue, Oakdale, CA95361; or by Fax at (209) 848-4344.

IDENTIFY PERMIT HOLDER OF RECORD

The permit holder of record can only be either the licensed contractor of record or the property owner (owner-builder). The person signing the permit application must either be the contractor, property owner (requires separate verification form), or an authorized agent of the permit holder (requires separate authorization form).

IDENTIFY WHO WILL PERFORM THE WORK

Complete either the "California Licensed Contractor's Declaration OR the "Owner-Builder Declaration" in this section.

California Licensed Contractor's Declaration

This section should only be completed if the permit holder is a licensed contractor. This statement may be signed by the contractor or an authorized agent for the contractor, providing that the Building Division has a letter on file from the contractor authorizing the agent to sign.

Owner-Builder Declaration

This section should only be completed if the permit holder is the property owner (owner-builder). This statement may be signed by the property owner or an authorized agent for the property owner (requires separate authorization form). In every case, a separate "Owner-Builder Notice, Acknowledgement, Verification, & Authorization" form must also be completed and signed by the *property owner*.

IDENTIFY WORKER'S COMPENSATION COVERAGE

This section should be completed for all projects. Please check the applicable box indicating whether the permit holder has workers' compensation insurance or is exempt from worker's compensation insurance. If the first box is checked, a valid Certificate of Consent to Self Insure must be provided to the Building Division at the time of permit issuance. This certificate must include the policy number. If the second box is checked, a valid Certificate of Worker's Compensation Insurance must be provided to the Building Division at time of permit issuance. This certificate must show the insurance agent's name and phone number, the worker's compensation carrier, policy number, and expiration date. The third box is checked only when the property owner or contractor will have no employees on the job. This declaration must be signed by either the permit holder or an authorized agent.

BE SURE ALL NECESSARY SIGNATURES ARE OBTAINED.

CITY OF OAKDALE BUILDING DIVISION

PERMIT SUBMITTAL CHART

This chart represents the minimum number of submittals that are normally required at the time of submitting the permit application. Some plans or calculations may not always be necessary. You should contact the Building Division for more specific information or if you have questions regarding your permit application.



	Single Family Dwelling	Multi-Family Dwelling	Commercial	Commercial Tenant Improvement	Pool	Sign	Residential Addition	Residential Remodeling	Miscellaneous Structure	Single Family Dwelling Production	Code Check Only/Master Plan	Fire Related**
Application for Permit	1	1	1	1	1	1	1	1	1	1	1	1
Complete Plans (including Site Plans)	3	3	3	3	3	3	3	3	3	3	2	
Structural Calculations	2	2	2	2	2	2	2	2	2	2	2	2
Energy Documentation	2	2	2	2			2		2	2	2	
Truss Calculations	2	2	2	2			2		2	2	2	
Electric Load Calculations		2	2	2								
Grading/Drainage Plans	3	3	3		2		2			2	2	
Landscaping Plans		3	3									
Civil/Site Improvement Plans		2	2									
Soils Report	1	2	2								1	
Hazardous Materials and Emissions Questionnaire (if applicable)			1	1								
Certificate of Compliance School District Development Fees Form	1	1	1				1					
Owner-Builder Verification (form)*	1	1	1	1	1	1	1	1	1	1	1	1
Systems/Hoods/Alarms												4

- Plans and calculations shall have the designer's "WET" signature.
- Fire related permits (i.e. sprinkler systems, hoods, alarms, etc.) require a plan check fee of \$110.00 at time of submittal
- Plan check deposits are required at the time of submittal on new custom single family residences, new commercial buildings, and tenant improvements. Please call the Building Division for deposit amount for your specific project at (209) 845-3625
- If the projects involves a food establishment or food handling (i.e. food preparation, prepackaged foods or food service), also contact the Stanislaus County Environmental Health Department at (209) 525-6700 to determine if a Health Department permit is required and the submittal requirements.

*The Owner-Builder Verification (form) is only to be completed if the permit applicant is the property owner

**Fire related permits require a plan check fee of \$110.00 at time of submittal

APPLICATION FOR PERMIT

IDENTIFY THE PROJECT

PROJECT LOCATION:

Property Location (Street Address): _____ Lot, Bldg, Ste #: _____

Subdivision/Tract/Shopping Center: _____ Parcel #: _____ - _____ - _____

PROPERTY OWNER INFORMATION:

Property Owner's Name: _____ Phone #: (_____) _____ - _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

LICENSED DESIGN PROFESSIONAL INFORMATION (Architect or Engineer in charge of the project)

Architect or Engineer Name: _____ Lic #: _____ Phone #: (_____) _____ - _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

RESIDENTIAL

Single Family - New Home / Total Living Area _____ SF

1st Floor: _____ SF 2nd Floor: _____ SF

Garage: _____ SF Basement: _____ SF

Patio /Deck: _____ SF Other: _____ SF

Multi-Family - New / Total Bldg _____ SF

of Living Units: _____ Plan #/Option: _____

Addition / Total _____ SF Fire Sprinklers

Pool Pool/Spa Spa Remodel (Describe Below)

Repairs (Describe Below) Other (Describe Below)

DESCRIPTION OF WORK: _____

VALUE (TO INCLUDE ALL LABOR & MATERIALS): \$ _____

COMMERCIAL

New Building / Total _____ SF

Tenant Improvement/Existing _____ SF

Addition/Total _____ SF

Pool Pool/Spa Spa

Remodel (Describe Below)

Repairs (Describe Below)

Sign (Describe Below)

Other (Describe Below)

Fire Related (Describe Below)

DESCRIPTION OF WORK: _____

VALUE (TO INCLUDE ALL LABOR & MATERIALS): \$ _____

NOTICE TO APPLICANT

I understand that a letter of authorization from the contractor is required if the applicant is not the license holder. This letter must be on company letterhead and submitted before the application can be processed. You may submit the letter in person, via fax, or via e-mail.

I am **CONTRACTOR**

(no letter needed)

I am **AUTHORIZED AGENT**

(if checking this box, must provide authorization letter)

IDENTIFY PERMIT HOLDER OF RECORD

This permit is to be issued in the name of the LICENSED CONTRACTOR or the PROPERTY OWNER as the permit holder of record who will be responsible and liable for the construction.

Permit Holders Name: _____ Phone #: (_____) _____ - _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING STATEMENTS:

I am the property owner or authorized to act on the property owner's behalf. I have read this application and the information I have provided is correct. I agree to comply with all applicable City and County ordinances, rules, regulations, and State laws relating to building construction, and with any and all conditions of permit. I agree to defend, indemnify, and hold harmless the City of Oakdale, its officers, agents, and employees from any and all claims and liability for personal injury, including death, and property damage caused by, arising out of, or in any way connected with the issuance of this permit. I hereby acknowledge that issuance of this permit does not authorize the use or occupancy of any sidewalk, street, or subsidewalk. I authorize representatives of the City of Oakdale to enter the above mentioned property for inspection purposes.

Contractor, Property Owner, or

Authorized Agent's Signature:** _____ **Date:** _____

Print Name: _____ **Relation to Project:** _____

**REQUIRES SEPARATE AUTHORIZATION FORM (LETTER OF AUTHORIZATION FROM CONTRACTOR)

OFFICIAL USE ONLY

Date Received: _____

Application #: _____

Permit Type: _____

Deposit Amount: _____

Occup: _____ Const Type: _____

Description: _____

APPLICATION FOR PERMIT

IDENTIFY WHO WILL PERFORM THE WORK

(COMPLETE EITHER THE "CALIFORNIA LICENSED CONTRACTOR'S DECLARATION" OR THE "OWNER-BUILDER DECLARATION")

CALIFORNIA LICENSED CONTRACTOR'S DECLARATION

I herby 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.

State of California Contractor's License Number: _____ Class: _____ Expiration Date: _____

City of Oakdale Business License Number: _____ Expiration Date: _____

Contractor or Authorized Agent's Signature: _____ Date: _____

OWNER-BUILDER DECLARATION

I herby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason(s) indicated below by the checkmark(s) I have placed next to the applicable items(s) (Sec.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]).:

Please **check all that apply** for the following:

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 Contractors' State License Law does not apply to an owner of the property, who through employees' 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 it was not built or improved for the purpose of sale.)

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

I am exempt from licensure under the Contractor's 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.legalinfo.ca.gov/calaw.html>.

Property Owner or Authorized Agent's Signature: _____ Date: _____

IDENTIFY WORKERS' COMPENSATION COVERAGE

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines 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 herby 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 workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Insurance Carrier: _____ Policy Number: _____ Exp. Date: _____

Name of Insurance Agent: _____ Phone #: _____

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.

Contractor, Property Owner, or Authorized Agent's Signature: _____ Date: _____


City of Oakdale Building Division

455 South Fifth Avenue Oakdale, CA 95361 (209) 845-3625

AUTHORIZATION FORM

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Note: The following Authorization is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (or Description of Work): _____

Project Location or Address: _____

Name of Authorized Agent: _____ Phone _____

Address of Authorized Agent: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. *(Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.)*

Signature of Property Owner: _____ Date: _____