



# CITY OF EL MONTE

Community and Economic Development  
Planning Division

## Sign Permit Application

See the El Monte Municipal Code (EMMC) Chapter 17.12 (Sign Standards and Signage Regulations) for the full text.

BUSINESS ADDRESS (SIGN LOCATION)

BUSINESS OWNER'S NAME

NAME OF BUSINESS

BUSINESS LICENSE NO. TELEPHONE NUMBER

SIGN CONTRACTOR (If different than owner)

EMAIL ADDRESS

BUSINESS LICENSE NO. TELEPHONE NUMBER

Master Sign Program (MSP) Required?  
\*Multi-tenant properties must comply with Master Sign Program (MSP)  
 Yes Date Approved: \_\_\_\_\_  No

Application Type:  
 MSP  Wall Sign  Monument

**This is a PERMIT only when validated by a Planning Division approval stamp.**

- CONDITIONS OF APPROVAL:**
- \*Retain this application and all attachments for your records.
  - Final Inspection Required
  - Remove Old Signage
  - Repair/ repaint any damage caused by old signage to match façade

### APPLICATION REQUIREMENTS:

- One (1) set of plans for initial review with:
- Site Plan
  - Sign Dimensions/ Area
  - Letter Style
  - Method of Mounting
  - Elevations
  - Cross-section showing 1" minimum off-set from wall
  - Method of Illumination
  - Façade Dimensions/ Area
  - Letter, Background, Trim Color (max. 4)
  - Directional Signs

All information provided is correct and accurate. I/ we agree to comply with all city ordinances regulating signs.

Applicant Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_