



CITY OF TRACY  
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT  
**APPLICATION FOR SIGN/BUILDING PERMIT**

1. Job Address \_\_\_\_\_ Assessor's Parcel # \_\_\_\_\_  
Project Valuation \$ \_\_\_\_\_
2. Applicant Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Email Address \_\_\_\_\_
3. Property Owner(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_
4. Contractor's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Contractor's License No./Types/Exp. Date: \_\_\_\_\_  
City Business License No./Exp. Date: \_\_\_\_\_

All signs constructed in the city shall be subject to the requirements of the Tracy Municipal Code, particularly the Sign Ordinance (Article 35). Prior to applying for a permit, the sign contractor shall have on file with the Building Division current verification of the following: **State Contractor's License, City Business License, Appropriate Worker's Compensation Insurance.**

Electronic submittal is required. Email to [PlanningAdmin@CityofTracy.org](mailto:PlanningAdmin@CityofTracy.org) a completed Sign/Building Permit Application and the following materials:

1. A scale drawing of the proposed sign, indicating the length, width & depth, the exact style of message, materials & colors to be used, type of illumination, U.L. number, & method of attachment (including engineering calculations).
2. If a wall or projecting sign: An elevation, drawn to scale, of the building indicating the exact location of proposed sign (include all existing sign locations & dimensions that will remain on the building and/or elsewhere on the property).
3. A plot plan indicating size & shape of the property, location of the building, streets, driveways, planter areas, sidewalks & all existing signs. Include dimensions of building frontage, property dimensions & building setback.
4. All submitted plans shall be drawn to a workable scale. All information shall be properly labeled & include a north arrow.
5. Any additional information that will aid in reviewing your proposed sign, i.e., models, renderings, photography, etc.
6. Actual cost of sign, including fabrication & installation labor, shall be verified by the Building Division. One copy of the signed contract between the business owner & the sign company shall be required prior to permit issuance.
7. Electrical signs require that the 2025 CEC sign lighting compliance form (SLTG-1C) be submitted with this application.

I, the undersigned, declare that the information provided herein is true and correct to the best of my knowledge and that I am the owner or authorized agent of this property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date