Submittal Requirements
To apply for Sign building permit, prepare the submittal documents listed below as PDF files and apply either online in our Online Permit Portal or in person at the Permit Center in City Hall. If your submittals were drafted by hand, we need two printed sets.

☐ Application or Apply online: Complete a San Leandro Building Permit Application only if you are applying in person. Otherwise, visit www.SanLeandro.org/PermitPortal to apply online.

☐ Owner Approval Letter

☐ Drawings, minimum size of 11x17 containing the following information:
  • Project Data:
    o Property address and Owner name & contact information.
    o Scope of Work, how many signs to be installed, how many are illuminated or non-illuminated, etc.
  • Plot / Floor plan:
    o Lot dimensions, scale of drawing, and North arrow
    o Buildings with dimensions, setbacks to property lines, any easements, visible utilities, streets, driveways and site entrances.
    o Existing and proposed signs
  • Electrical Plans: if installing illuminated signs
    o Sources of electrical power, labeling which are existing and which are new
    o Altered wiring and fixtures to be installed
    o Listing information as appropriate
  • Architectural Elevations:
    o Exterior building elevations showing location and views of all proposed signs, including their dimensions, size, design, colors, construction materials, etc.
    o Elevations of any freestanding signs
  • Anchorage & Attachments:
    o Details and Specifications for minimum required sign anchorage and/or attachment methods to footings, buildings, walls, etc., including individual letter attachment methods
    o Power sources if applicable, existing and proposed.

☐ Supplemental Documents if applicable
  • Structural Calculations
  • Sign Area Calculations
  • Energy Documents: if installing illuminated signs, submit the energy forms required per 2022 California Energy Code. To obtain the correct forms, visit EnergyCodeAce.com for more information.

To Apply
When you are ready with your submittals, apply either online at www.SanLeandro.org/PermitPortal or in person at the Permit Center in City Hall. Visit www.SLPermits.As.Me to find an available appointment Mon / Tue / Thu - 8am to 4pm and Wed - 8am to 3pm.