

Sign Code & Permits

Sign Code

The City of Mission recently updated a portion of its sign code. The entire text of the new code can be reviewed here (insert ordinance of adopted sign code) or by reviewing Chapter 430 of the Municipal Code here. (link to ecode 360)

The changes most likely to impact local business are:

- Require sign permits and fees for temporary signs
- Limit the duration of temporary signs to 90 days per calendar year per business (see details below)
- Allow monument signs in two additional zoning districts (under certain conditions)
- Update the definition of a monument sign to require a support base at least ½ the width of the sign.
- Allow window signs anywhere in Mission with a limit on coverage to 50% of the glazing except in the downtown where coverage is limited to 10%
- Allow electronic signs for the display of fuel prices
- Allow marquee signs in three additional commercial zoning districts

A brief memo describing the changes can be found here (insert PC memo from March 2017). Enforcement of the new regulations will begin with the issuance of all new sign permits in May. Field checks will be conducted by Neighborhood Services Officers as part of their normal patrol shortly afterwards.

Businesses with questions about how these changes will impact their operations, are invited to sign up for a small group meeting at City Hall on Friday May 19th at one of the times listed below.

Small Group Question and Answer Session- Friday May 19, 2017
Mission City Hall, 6090 Woodson St

Please RSVP to Nora Tripp 676-8362 for one of the times:

Group 1- 7:30-8:30 AM

Group 2- 10:00-11:00 AM

Group 3- 12:00-1:00 PM

Group 4- 3:00-4:00 PM

Group 5- 5:00-6:00 PM

Staff will be available to review your specific business or property details, current zoning, and existing sign permits and to answer any questions you have about new signs. Groups will be limited to per time slot to allow adequate time to review specific information.

Sign Permits

A sign permit is required prior to posting both permanent and temporary signs. A temporary sign is a sign intended for use for relatively short periods of time. Such signs will now require a permit before being posted. They may be posted for up to 90 days per calendar year per business in either 3, 7, 15, 30 or 60 consecutive day periods or 30 or 60 non-consecutive day periods. There continues to be no limit on the number of temporary signs that may be posted at any one time. However, the total square footage of all signs combined may not exceed 48 square feet in sign area. In addition, no individual sign may exceed 16 square feet in sign area. The maximum allowed height of a temporary sign is now 6' and a minimum distance of 3' from property lines will be required.

Download a sign permit application here (insert form and James' instruction sheet)

Sign Permit Fees

Temporary Signs*:

Consecutive Days

3 consecutive days- \$20

7 consecutive days- \$25

15 consecutive days- \$40

30 consecutive days- \$75

60 consecutive days-\$150

Non-Consecutive Days

30 non-consecutive days- \$100

60 non-consecutive days- \$200

*Charitable institutions and entities are exempt from temporary permit fees.

*Commercial real estate signs are exempt from temporary permit fees.

Permanent Signs:

New Signs: \$25.00, plus \$1.50 per square foot or fraction thereof of projected sign surface area.

Refacing: \$25.00, plus \$.50 per square foot or fraction thereof of projected sign surface area.

Sign Professional/Contractor Occupational License Fees

Sign professionals/contractor occupational license fee: \$50.00

Download a sign installers license application form here (insert form)

For assistance in making an application, please contact the Community Development Department at 913) 676-8360.