



PLANNING DIVISION INSTRUCTIONS FOR ELECTRONIC SUBMITTAL & REVIEW

SIGN PERMITS

Applications normally filed with the Planning Division must now be submitted electronically. This pertains to all applications, including Sign Permit applications.

HOW TO SUBMIT YOUR SIGN PERMIT APPLICATION PACKAGE:

1. A complete submittal package is required. Please refer to the fillable [Sign Permit Application form](#) for a list of documents to submit along with your completed application.
2. Please submit your application package via email to: PlanningAdmin@CityofTracy.org.
3. Send the required documents as attachments to the email.
4. Each document shall be submitted in PDF format (Portable Document Format), shall be fully editable, and shall NOT be locked as "Read Only."
5. Send each document as a separate attachment. For example, the application form and the plans should each be sent as a separate PDF file (i.e., the plans might be a 6-page PDF file, and it will be submitted as a whole, as one attachment).

NEXT STEPS:

1. Once you have submitted your application, you will receive an email confirming that your application has been received. The email will include detailed instructions on how to pay the application fee, an application number to reference in your fee payment, and notification of any further documents needed.
2. Please note that applications filed with the Planning Division are not considered submitted, applied for, received, or accepted until all required materials have been received and the required fees have been paid.
3. After the Planning Division has completed its review of your application (and any subsequent resubmittals required), if approved, your sign package will be forwarded to the Building Division for obtainment of the required Building Permit(s). Additional materials, including a completed Building Permit application, will be required at that time, as well as payment of applicable fees.

Ensuring continued service to our customers is of paramount importance to us. If you have any questions regarding our submittal and review procedures, please do not hesitate to contact the Planning Division at PlanningAdmin@CityofTracy.org.