



PLANNING APPROVAL CLEARANCE

Community Development Department – Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

PROJECT ADDRESS: 826 N GLENDORA AVE

APN: 8427-001-003

CASE NUMBER: SP-R26-1

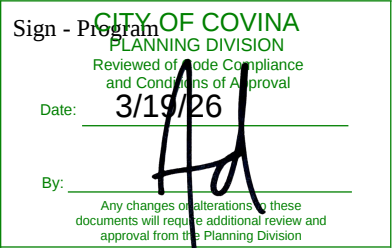
INITIAL APPLICATION DATE: _____

APPROVAL DATE: 3/19/26

TYPE OF USE: _____

ZONING: M1

APPROVED BY: Alvar de la Torre

FEES	
TYPE	FEE
Sign - Program 	\$1,900.00
Total:	\$1,900.00

Project Description

Master Sign Program for four (4) tenant spaces and one free standing sign at 826-836 N Glendora Ave.

Contact Information

OWNER
COVINA CAPITAL INVESTMENTS LLC

PRIMARY CONTACT

ALL OF THE FOLLOWING CONDITIONS APPLY TO THE PROJECT

ATTACHED SIGN

1. This approval is for a Master Sign Program for the property at 826-836 N Glendora Ave.
2. Any incomplete submittals will be rejected and must be submitted under the 2025 CBC/CRC and follow all new codes referenced.
3. Signs attached to building must be mounted flush against a building wall or parapet and shall not project or extend higher than the wall parapet. Such building signs shall not dominate the facade on which they are placed.
4. Animated, flashing or rotating signs or signs that simulate motion are not permitted.
5. No signs shall consist of more than four (4) colors.
6. Planning review and approval are required for temporary, canopy window, directional and miscellaneous signs and shall comply with applicable zoning regulations.

7. Any future modifications to the approved plans as dated on this approval are subject to further Planning Division review and approval. The applicant must return to the assigned case Planner for further review and approval for the modification and notify the Building Division of the modification. In these cases, the Building Division will place a "hold" on the application until the applicant obtains formal approval from the Planning Division for the modification.

8. Approval of this Permanent Sign Permit shall not waive compliance with all sections of the Zoning Code, all other applicable Covina Municipal Code, and applicable provisions of the Covina Design Guidelines in effect at the time of Building Permit issuance.

9. The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by applicant's or property owner's violation of any condition imposed by this Sign Permit or any provision of Covina's Municipal Code shall be paid by the applicant or property owner.

END OF CONDITIONS

Staff Use Only

Planning Approval Signature: _____

Alvaro de la Torre

Date: 3/19/26

MASTER BUILDING SIGN PROGRAM

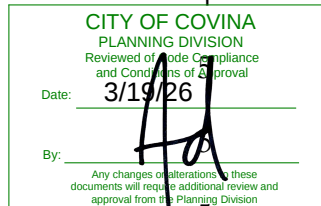
FOR

CITY OF COVINA PLANNING DIVISION Reviewed of Code Compliance and Conditions of Approval	
Date:	3/19/26
By:	
Any changes or alterations to these documents will require additional review and approval from the Planning Division	

826-836 N. Glendora Ave. Covina CA 91724

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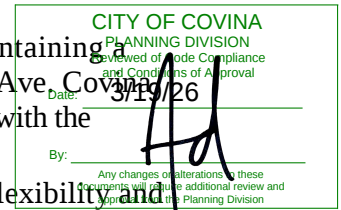
BUILDING SIGN PROGRAM

PURPOSE AND INTENT:

- A. These criteria have been established for the purpose of maintaining a continuity of quality and aesthetics for 826-836 N. Glendora Ave, Covina CA 91724 for the mutual benefit of all Tenants, and to comply with the regulations of the City of Covina.
- B. The intent of the sign criteria is to offer the Tenant, design flexibility and to incorporate common design elements. The sign specifications will offer optimum Tenant identity when designated in conformance with the design standards.
- C. Conformance will be strictly enforced, and any installed nonconforming or unapproved signs will be removed at Tenant's expense.
- D. All provisions of the City of Covina code requirements shall be applicable in addition to these sign criteria. Where these criteria and the City both are in effect, the most restrictive provisions of either shall be applicable.

No sign shall be installed without the Landlords' written approval and the required City permits.

- E. Landlord and/or the City of Covina reserve the right to change or modify this sign criterion at any time.
- F. Deviations from approved sign program shall require approval from property owner and subject to review and approval by the Community Development Department Director.



I.I. GENERAL REQUIREMENTS:

- A. Prior to fabrication or applying for City approvals, Tenant shall submit to the Landlord, three (3) copies of detailed shop drawings in full color indicating the location, storefront width, size, layout, design, color, illumination, materials, and method of attachment, for Landlord's written approval. Approval or disapproval of sign submittals shall remain the sole and absolute right of the Landlord.
- B. All Signs must be approved by the City of Covina with proof of approval submitted to Landlord prior to ordering of the sign.
- C. All signs and their installation shall comply with all local building and electrical codes, and must conform to this Sign Program.
- D. Each Tenant shall pay all costs for his/her signs, including installation and maintenance. Each Tenant or his/her Sign Contractor shall obtain and pay for all necessary City/County permits.
- E. Each Tenant shall be responsible for fulfilling all requirements of this sign criteria.
- F. Each Tenant shall be fully responsible for all actions of Tenant's Sign Contractor with respect to the manufacturing and installation of their sign.
- G. Sign Company shall hold a valid C-45 state license, be fully licensed with the City and State and shall provide full Workman's Compensation and General Liability Insurance certificates to the Landlord.
- H. Landlord reserves the right to reject any sign he feels does not comply with the intent and spirit of this criteria.

Should a sign be removed, it is the Tenant's responsibility to patch all holes, paint surface to match the existing color, and restore surface to original condition.



III. SIGN DESIGN AND STYLE:

- A. All signage must be architecturally consistent with the overall building theme. Lessee to provide drawing to identify proposed sign design, colors and materials.
- B. Signs shall consist of either of the following Sign Styles:
 - 1. Individual Reverse Channel Letters:
 - a. All letters shall be manufactured from Aluminum/Plastic.
 - b. Channel Letters shall have Light Emitting Diode (LED) backlit lighting, and shall match type and style as shown on Exhibit "B". Color and design to be approved by Landlord.
 - c. The channel letters shall be no more than 2" and no less than 1" away from the building surface they are being mounted to.
 - d. The sign shall have clear acrylic Plexiglas back panel behind the channel letters so illumination will show around each letter.
 - e. An Aluminum back panel in which the channel letters are mounted to which is then mounted to the building surface is optional (See Exhibit "B"). Colors and size will be considered on a case-by-case basis.
 - 2. Individual Channel Letters:
 - a. All letters shall be manufactured from Aluminum/Plastic.
 - b. Letters shall be internally illuminated, and shall match type and style as shown on Exhibit "B".
 - 3. Logo incorporated with Channel Letters:
 - a. All letters shall be manufactured from Aluminum/Plastic.
 - b. Channel Letters shall have Light Emitting Diode (LED) backlit lighting, and shall match type and style as shown on Exhibit "B". Color and design to be approved by Landlord.
 - c. The channel letters shall be no more than 2" and no less than 1" away from the building surface they are being mounted to.
 - d. The sign shall have clear acrylic Plexiglas back panel behind the channel letters so illumination will show around each letter.
 - e. An Aluminum back panel in which the channel letters are mounted to which is then mounted to the building surface is optional (See Exhibit "B"). Colors and size will be considered on a case-by-case basis.
 - f. Chase can be added to secure Letters and Logo.(Exhibit B)
- C. No "Can" Signs will be permitted.
- D. Signs shall be installed only in the designated "Sign Area" established for the building and as allowed by the City of Covina, CA.
- E. No signs shall be painted on the building.
- F. Signs shall meet or exceed sign requirements of the City of Covina
- G. Additional wiring, transformers, etc. shall be the responsibility of the tenant.

H. Sign size shall be as allowed by the City of Covina:

1. Main Entrance side of the building: A maximum of three square feet for each lineal foot of building face where the main entrance is located.
2. Sides other than the Main Entrance: A maximum of one square foot for each lineal foot of building face where sign is located.
3. Total sign length: Shall not exceed 70% of overall storefront width.
4. In Line Suites: Shall be allowed a maximum sign height of 24" with the maximum length not to exceed 70% of lineal storefront frontage.

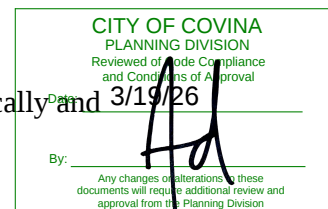
IV. NUMBER OF SIGNS:

- A. Each tenant will be permitted one (1) sign.

Tenant must obtain Landlord and City approval.

V. LOCATION OF SIGNS

- A. All signs shall be centered on the sign face both vertically and horizontally.



VI. STORE FRONT DOOR / WINDOW SIGNAGE:

- A. Tenant shall be permitted entry identification and hours of operation information in designated locations. All Graphics on doors shall be exterior mounted and shall not exceed 18" high x 24" in length. Silkscreen, pressure sensitive vinyl, or neon products are acceptable.
- B. The maximum size neon sign permitted shall be 8 square feet, and must be interior mounted.
- C. Landlord will install street address numbers above storefront entry door. Under no circumstances shall the address number be covered.
- D. Total door/window graphics shall not exceed 25% of the overall door/storefront area.

VII. SIGN CONSTRUCTION REQUIREMENTS:

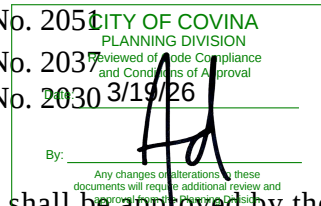
- A. Landlord shall approve all sign design, color and construction per the following:
1. All sign bolts, fastenings and clips shall be hot-dipped galvanized iron, stainless steel, aluminum, brass, bronze, nickel or cadmium plated.
 2. Wall sign shall not extend above building roof line or parapet.
 3. All cabinets, conductors, crossovers, transformers, wiring and other equipment must be concealed behind the sign face.
 4. The face of the channel letters and logos shall be acrylic plastic (3/16" thick minimum) fastened to the metal frame (if used) by a approved colored trim cap.
 5. All signs and their installation must comply with all local building and electrical codes. A. U.L. approved sign company shall fabricate all electrical signs, pursuant to U.L. specifications, and bear a U.L. label.
 6. The stroke of the letter will dictate the number of rows of neon

- tubing and the milliamp requirements for internal illumination. The tubing is to be installed and labeled in accordance with the National Board of Fire Underwriters Specifications".
7. All sign fabrication work shall be of excellent quality. All logo images and type styles shall be accurately reproduced. Lettering that approximates type styles will not be acceptable. The Landlord reserves the right to reject any fabrication work deemed to be below standard.
 8. All lighting must match the exact specification of the approved working drawings.
 9. Exposed conduits, raceways, crossovers, neon tube conductors, transformers, etc., are prohibited.
 10. Signs must be made of durable rust-inhibiting materials that are appropriate and complimentary to the building.
 11. Color coatings shall exactly match the colors specified on the approved plans.
 12. Joining of materials shall be finished in a way as to be unnoticeable. Visible welds shall be continuous and round smooth. Rivets, screws, and other fasteners that extend to visible surfaces shall be flush, filled, and finished so as to be unnoticeable.
 13. Finished surfaces of metal shall be free from oil canning and warping. All sign finishes shall be free from dust, drips, and runs and shall have a uniform surface conforming to the highest standards of the industry.
 14. In no case shall any manufacturer's label be visible from normal street viewing angles.
 15. Exposed raceways are not permitted unless they are incorporated into the overall sign design.
 16. Exposed junction boxes, lamps, tubing or neon crossovers of any type are not permitted.
 17. All Channel letters shall be constructed from 24-gauge painted sheet metal, sealed against any light leaks, primed and painted white interior. Color of exterior letter returns shall be subject to Landlord Approval.
 18. All trim cap to be 1/4".
 19. Height of Letters for inline suites to be 18".
 20. No sign cabinets will be allowed unless used in combination with individually illuminated channel letters and approved by Landlord.

VIII COLOR:

- A. No neon yellows, greens or neon tubes. Variations of color from one Tenant to another are encouraged. All letters of the sign shall be one color. Logo colors may differ from sign color. All Tenant signs must be selected from the following list of Rohm & Haas company colors:

Orange	No. 2119
Red	No. 2793
Blue	No. 2051
Yellow	No. 2037
Green	No. 2030
White	



- B. All trim cap and return colors shall be approved by the Landlord.
C. Landlord will consider other sign and logo colors not provided by the aforementioned colors on an individual basis.

IX. LOGOS:

- A. Tenant will be permitted to display one (1) logo at each sign location. The logo area shall be included within the sign area limitation but not exceeding 25% of the overall sign area. The logo shall be defined as a graphic symbol commonly used by the Tenant for identification. The logo shall have a metal channel outline of the symbol with construction required for Tenant's channel letters.

X. INSTALLATION:

- A. All signs are to be installed per the direction of the Landlord. Sign work shall not commence on Tenant's Premises unless the Landlord has reviewed a City of Covina approved copy of the shop drawings. Each sign will be inspected for conformance with the detailed shop drawings.
B. Tenant's sign contractor shall install and connect the sign display.
C. Tenant's sign shall be wired to the common area power provided by Landlord, unless Tenant's suite is equipped with a sub-panel, in which case the sign must be wired to Tenant's sub-panel and to a time clock to control the sign lighting schedule, which shall be as follows: On at dusk and off no earlier than 12 am, unless directed otherwise by a government agency
D. The sign contractor shall repair any damage to the building caused by his/her work. Any damages not repaired by the sign contractor shall be repaired by Landlord and at Tenant's expense.
E. All penetrations of the building shall be neatly sealed in a watertight condition and shall be patched to match the adjacent finish.
F. Landlord will inspect Tenant's sign installation and require Tenant to have any discrepancies and/or code violations corrected at Tenant's expense.

XL PROHIBITED SIGNAGE:

- A. Except as provided in Section XIV, no advertising placards, external displays, decorative lighting, flags, balloons, banners, pennants, names, insignia, trademarks or other descriptive material, shall be affixed or maintained upon either the interior or exterior glass panes and supports of

the show windows and doors or upon the exterior walls of the building. No labels will be permitted on the exposed surface of signs except those required by local ordinance, which shall be applied in an inconspicuous location.

- B. Signs on or affixed to trucks, automobiles, trailers or other vehicles which advertise, identify, or provide direction to a use or activity not related to its lawful making of deliveries of sales or merchandise or rendering of services from such vehicles is prohibited.
- C. Sign boxes and cans are not permitted.
- D. Painted lettering is not permitted.
- E. No animated, flashing, rotating or audible signs is permitted.
- F. All prohibited signs and advertising devices must be contained in the City of Covina code requirements.
- G. A-Frames and sign twirlers along public streets are prohibited.



XII. INSURANCE:

- A. The sign company shall carry workmen's compensation and public liability insurance against all damage suffered or done to any and all persons and/or property while engaged in the construction or installation of signs in the amount of \$1,000,000 per occurrence. Proof of these documents shall be provided to Landlord. Owner, Landlord and the City of Covina shall be named as additionally insured.

XIII. EXPIRATION OF LEASE TERM:

- A. At the expiration of Tenant's lease or a sooner termination of Tenant's lease term, Tenant shall remove its sign and patch the sign face to match the adjacent finish.

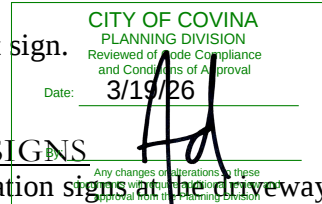
XIV. TEMPORARY ADVERTISING:

- A. Temporary advertising devices such as banners may be permitted for grand openings and special promotions subject to Landlord and City approval pursuant to the provisions of the Covina Sign Code.
- B. Painted signs on storefront glass or hanging window signs shall be submitted to the Landlord for approval.

XV. MONUMENT SIGNS:

- A. Tenant has the option to rent from the Landlord, a double-sided monument sign panel if available on any of the monument signs, upon execution of a separate Monument Sign Rental Agreement for the established monthly fee.
- B. Once, both. Tenant and Landlord have executed a Monument Sign Rental Agreement; Tenant must obtain Landlord's approval of the proposed design, prior to fabrication and installation of the panels on any of the monument signs.
- C. Tenant is to advertise on the Monument sign panel assigned by the Landlord, per the Monument Sign Rental Agreement, and is to conform to the colors and theme of the other approved tenant panels.
- D. Sign Style:

1. Monument sign(Existing) has a stucco base with a metal sign can atop.
2. Color of Metal Can shall be " match existing trim" with color matching side and trim pieces.
3. Background color of sign panels should not be white to limit excessive glare.
4. Site is limited to one pole/monument sign.



XVI. PROJECT ENTRY IDENTIFICATION SIGNS

- A. Owner/Landlord shall not provide identification signs at the driveway entries.

XVII. MAINTENANCE OF SIGNS:

- A. All signs shall be kept free of any dirt and debris.
- B. Tenant shall be responsible for insuring signs are in good working order at all times and shall replace any broken letters, numbers and burned out lighting elements.
- C. Tenant shall be responsible for installation and maintenance of his or her sign. Should Tenant's sign require maintenance or repair, Landlord shall give Tenant fifteen (15) days written notice to affect the maintenance or repair. If not fixed, Landlord has the option of fixing it and Tenant shall reimburse the Landlord within ten (10) days from the receipt of invoice.

SITE PLAN EXHIBIT A

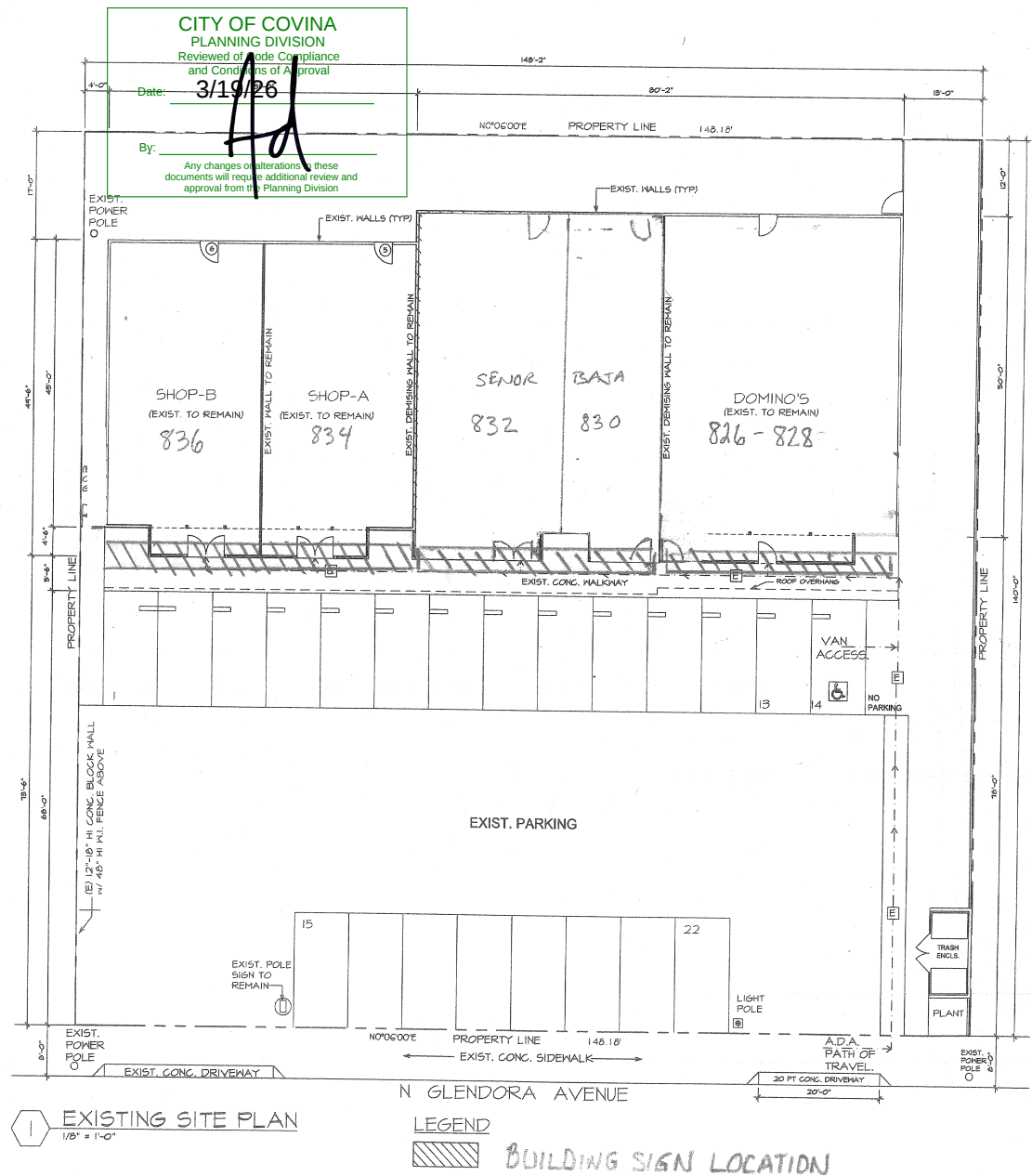


EXHIBIT “B”



Sample of Logo & Channel Letters over chase.

PLANNING DIVISION
Reviewed of Code Compliance
and Conditions of Approval
Date: 3/19/26
By: [Signature]
Any changes or alterations to these documents will require additional review and approval from the Planning Division

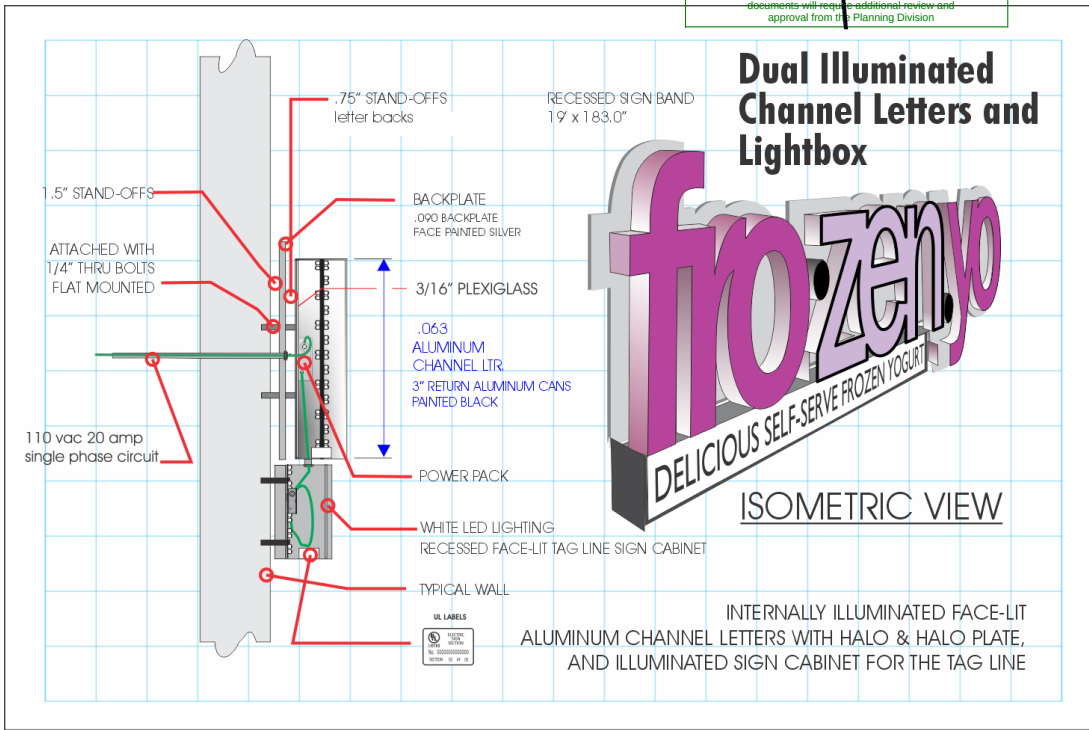


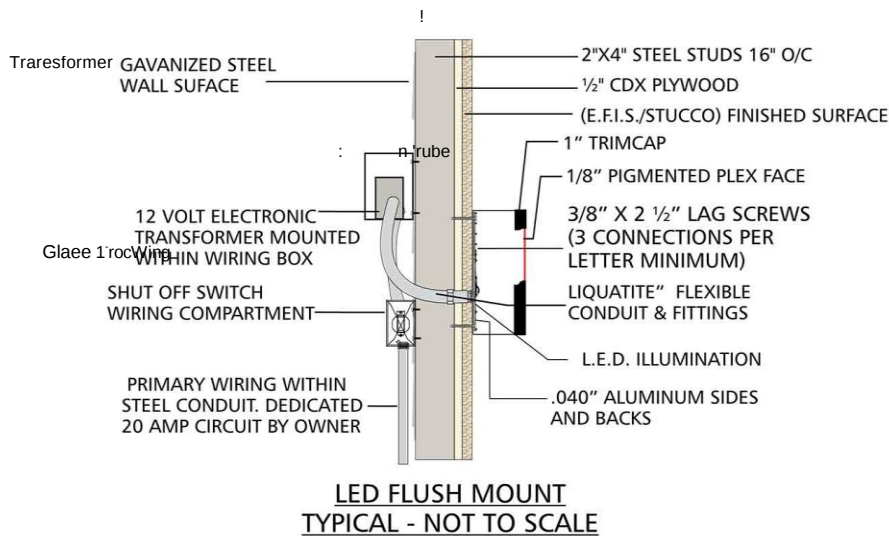
Exhibit "B"



Sample of individual reverse channel type letters internally illuminated.



Reverse Channel Letters



Sample of individual reverse channel type letters internally illuminated with optional back panel. See above for instructions

Summary of Sign Criteria

CITY OF COVINA
PLANNING DIVISION
Reviewed for Code Compliance
and Conditions of Approval

Date: 3/19/26

	Shop Tenants sq. ft. ()	Sub-major Tenants sq. ft. ()	Major Tenants over () sq. ft.
Sign Width	20-25 FT	12-15 FT	30-40 FT
Sign Height	4-5'	4-5'	4-5'
Sign Area	80-125 SQ FT	48-75 SQ FT	120-200 SQ FT
Colors	SEE SIGN PLAN	SEE SIGN PLAN	SEE SIGN PLAN
Logo (Graphics)	SEE SIGN PLAN	SEE SIGN PLAN	SEE SIGN PLAN
Sign Style	SEE SIGN PLAN	SEE SIGN PLAN	SEE SIGN PLAN
No. of Signs	7	1	2

Any changes or alterations to these documents will require additional review and approval from the Planning Division

EXHIBIT D

ELEVATIONS EXHIBIT C

CITY OF COVINA
PLANNING DIVISION
Reviewed for Code Compliance
and Conditions of Approval

Date: 3/19/26

By: *[Signature]*
Any changes or alterations to these documents will require additional review and approval from the Planning Division



SIGN & COPY DETAILS

FREE STANDING SIGN EXISTING

- INTERNALLY ILLUMINATED
- COPY LETTER STYLE & COLORS TO BE DETERMINED BY TENANT
- 1" MIN. CLEARANCE BETWEEN COPY & DIVIDE BARS
- ALLOWABLE COPY AREA
 - SIGN AREA 48 SQ. FT.
 - 70% OF SIGN AREA COPY AREA 33.6 SQ. FT. DIST TO PANELS

