



## Parks and Community Services Department

### **E-SUBMITTAL MURAL PERMIT CHECKLIST AND QUESTIONNAIRE**

Please save and upload PDFs of all DOCUMENTS and PLANS from the checklist below. All pre- application attachments uploaded to the Online Permit Request Portal should match the E-Plan Submittal Checklist.

**STEP 1:** Apply for "Mural Permit Application" on [TESSA](#).

**STEP 2:** Complete the Mural Permit Application.

**STEP 3:** Review additional required documents and questionnaire below.

**STEP 4:** Upload your additional documents as PDF attachments to your application.

**STEP 5:** Present Mural Project to the Arts Commission.

#### **ADDITIONAL INFORMATION**

1. Applicant should review and understand the [California Art Preservation Act](#) and [Visual Artist Rights Acts](#) prior to submitting their mural application.
2. Mural project should follow the suggested mural recommendations on the following page.
3. A permit is highly encouraged for mural projects on private property. The applicant should be an authorized agent, business owner or the owner of the property/location that is specified on the application.
4. All steps should be completed and approved before a permit can be issued. Once your application has been received and reviewed you will receive an email acknowledgement with next steps on how to schedule a time to present your project plan to the City of Costa Mesa Arts Commission.

#### **ADDITIONAL DOCUMENTS**

- Project Plan (*photos, mockup and exact location of mural*)
- Private Property Consent Form (*Mandatory for business owners that apply as applicants and do not own the property site for the new mural. If the property owner is the applicant, this form is not needed.*)

#### **QUESTIONNAIRE**

1. Are you submitting your Mural Permit Application 30 working days before the date of the proposed project start date?  
 Yes       No (If no, complete 2)
2. I understand that per the Mural Permit policy, a Mural Permit application should be submitted 14 working days prior to the next Arts Commission. *Any submission after that time frame is subject to being delayed to the following monthly Arts Commission meeting.*       Yes    No



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### **MURAL PERMIT – MURAL RECOMMENDATIONS**

The City of Costa Mesa highly encourages that all public facing murals on Private Property comply with the mural recommendations below:

- ☑ No part of a mural should exceed the height or width of the structure to which it is tiled, painted or affixed.
- ☑ No part of a mural should extend more than six (6) inches from the plane of the wall upon which it is tiled, painted or affixed.
- ☑ No mural should be placed over the exterior surface of any building opening, including, but not limited to, windows, doors, and vents.
- ☑ Murals should be placed on non-residential commercial or industrial property only.
- ☑ Materials or paint should be weatherproof or resistant to wear.
- ☑ A specialized anti-graffiti coating should be applied to the mural and maintained for the life of the mural. Varnish, other coatings or finishes that are not specifically designed as graffiti abatement products as part of a graffiti removal system do not comply with these recommendations.
- ☑ Should not include illumination, electrical or moving components.
- ☑ Mural permits are valid for one image at a time. Property owners wishing to change the mural design or replace it with another artwork or have more than one mural on a property should apply for a new permit.
- ☑ The property owner is required to maintain the mural in good condition and free of vandalism and comply with all [City Sign Regulations](#). If the property owner is negligent in this regard after sufficient warning, they can be issued a 120-day order to remove the artwork at their own cost. If removal is ordered, the property owner is responsible for the proper 90-days written advance notification to the artist as applicable by the federal [Visual Artists Rights Act \(VARA\)](#) and the [California Art Preservation Act \(CAPA\)](#) laws.

For more information regarding Mural Permits or recommendations, please contact the please contact Arts Specialist at (714) 754-5322 or via email at [LAURETTE.GARNER@costamesaca.gov](mailto:LAURETTE.GARNER@costamesaca.gov).