Plan Submittal Checklist for Signs
(Building • Freestanding • Pole)

Purpose
This handout summarizes the requirements for a complete plan submittal for the installation of illuminated and non-illuminated building frontage and freestanding signs. Approval must therefore be obtained from the Planning and Building Units before commencing any work.

Permits Required
A building sign permit is required for the following type of signage installations:
- Any illuminated and non-illuminated building mounted signs, freestanding signs and monument signs.
  (Monument signs greater than six (6) feet from ground level require engineered structural calculations for the footing design.)

Additional Requirements
A separate sign permit is required from Planning prior to obtaining a sign permit from the Building Unit.

Plan Submittal for Construction
Quantity
- Three (3) sets of plans pre-approved by Planning must be submitted; a completed building application form and plan check fee paid.
- Two (2) sets of wet-signed and stamped structural calculation reports prepared by a professional engineer or architect licensed in the State of California (if required).
- Two (2) completed copies of Certificate of Compliance (Sign Lighting) 2019 CEC NRCC-LTS-01-E (if illuminated).

Plan Review Timelines
Allow a minimum of three business days for the first plan review. Other than monument signs most sign applications can be processed over the counter dependent upon staff availability.

Minimum Plan Requirements
Size
Plans shall be drawn to scale, fully dimensioned and legible on minimum 8 ½-in x 11-in, and maximum 11-in x 17-in sheets.

Information
1. Plot plan/cover sheet – job address; name, address and phone number of business owner, contractor and designer; location of sign(s) and distances to property lines, right-of-ways, street frontage dimension.
2. Elevation drawings – width and length dimension for each letter(s) and/or cabinet sign, material specifications, colored renderings; depict position of building frontage sign on exterior wall(s); overall height from adjacent standing surface to bottom of cabinet for frontage signs; similarly, overall height from adjacent grade to bottom of freestanding signs.
3. Sign specifications – cross-section of frontage sign, type/size of supporting fastener to exterior wall, data on weight for each letter or cabinet sign; footing design, reinforcement, post support and fasteners for freestanding sign.

For illuminated signs, indicate wiring, source of electrical supply, electrical components such as identification of transformer, means of disconnect, grounding, conduit material and listing number.

Inspections
1. Foundation and/or Underground – required when the sign includes a footing design; it allows for the building inspector to verify the size and depth of excavated footing, reinforcement method, etc.
Also, an underground conduit inspection and rough electrical may be required if applicable.

2. Final - required after the project is complete. The inspection phone line is (916) 617-4691, available 24 hours a day.

Fees

Sign fees are based on the total value and square footage of the construction work (including labor and materials). Contact the Building Unit for additional information.

Application Forms

Building permit application forms can be obtained in the following link or requested at the Building Unit counter located on the second floor.

<table>
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<tr>
<th>Community Development Department</th>
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<tbody>
<tr>
<td><strong>Address:</strong> 1110 West Capitol Ave., 2nd floor</td>
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<tr>
<td><strong>Phone:</strong> (916) 617-4645</td>
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<tr>
<td><strong>Hours:</strong> Monday through Friday 8:30 -3:30 (Sign in req. by 3:00 p.m.)</td>
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<td><strong>Please call to confirm hours of operation</strong></td>
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