

Sign Permit Submittal Checklist

A. Sign Permit Application(s): Up to ten (10) signs can be submitted on one application for the same parcel.

- Address where signage is located.
- APN (parcel number) where signage is located.
- Property owner or Licensed Contractor.
- Address of contractor or owner.
- Contact name, phone numbers, and email addresses for contractor or owner.
- Contractor's License No. (CA). License Class: C-45, Electrical Sign Contractor license; D-42, Non-electrical signs.
- Building Tenant Frontage (lineal feet) for attached signs.
- Parcel Street frontage (lineal feet) for detached signs.
- Sign area in square feet.
- Sign Copy.

- ❖ Authorization letter may be required for permit issuance for Agents of the owner or Agents of the licensed contractor.
- ❖ Shopping center or other PUD: written approval by the owner or Management Company representing the owner may be required.
- ❖ Any work (to include placement or installation) performed in or over any portion of the City Right of Way, will require REVOCABLE ENCROACHMENT PERMIT and STREET USE/EXCAVATION ENCROACHMENT PERMIT.
- ❖ Scaled drawings required if in a Design Review or Preservation Area.

Drawings must be of sufficient clarity to indicate the nature and extent of work to be done.

B. Site Plan: Best described as "birds-eye" view of the sign site.

- Show occupancy frontage (lineal feet) for attached signs.
- Show length of parcel frontage (lineal feet) for free-standing signs.
- Show location of proposed sign(s).
- **Show location of all existing sign(s) and dimensions of existing signage.**
- Show directional with North arrow.
- Shopping Centers: provide a parcel site plan showing all tenant buildings.
- Show all applicable zoning setbacks, visibility triangle and/or easements.

C. Elevations: Best described as how you see the site standing in front of the location.

- Attached signs: Show building elevation dimensions and location(s), proposed signage, height, length, copy, type of sign, fabrication, materials, and type of illumination.
- Detached signs: Show elevations of proposed sign including height, width, length, type of sign, fabrication, materials, illumination; show distances between all ground signage (existing and proposed); **show zoning setbacks** (Visibility triangle on street corners and driveways).

D. Photographs: Provide photographs of building elevations proposed for signage and existing signs to be replaced. (Exception: New buildings and Mall interior signs)

E. Structural/Electrical details:

- Attached signs: Provide attachment details (including mounting hardware size, type, embedment, manufacturer, quantity, and spacing, support details, sign weight and composition of existing wall that sign is attached to).
- Free-standing signs: A. Provide complete details of footings, foundation and structural support members, connections, including all dimensions and hardware mounting specifications, design loads for wind, earthquake, and soil. B. Exception: for detached signs which exceed the criteria below, a separate commercial permit is also required:
 1. Width equal to or over 10 feet and height equal to or over 10 feet
 2. Height equal to or over 15 feet
 3. Valuation is equal to or over \$40,000
- Provide structural calculations signed by the Engineer or Architect (if applicable).
- Identify field welds (type and size). Special Inspection form may be required for field welds, foundations, and adhesive/post-installed anchors.
- Provide complete U.L. approved electrical details, to include: types of illumination, the power source for the sign, disconnect switch, volts & amps.

F. Title 24 Compliance Document (NRCC-LTS-01-E):

- Complete the current version of the Certificate of Compliance for Sign Lighting form (NRCC-LTS-01-E). This form can be found online at: <https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards>