

Plan Submittal for Signs (building • freestanding • pole)

Policy and Procedure No.: **B-04-07**

Rev. January 2011

Purpose

This handout establishes a procedure for complete plan review submittals for the installation of illuminated/non-illuminated building frontage and freestanding signs. Approval must therefore be obtained from Planning and Building Safety & Inspection before commencing any work.

Permits Required

A building permit is required for the following type of signage installations:

- Any illuminated and non-illuminated building frontage signs, freestanding signs and monument signs

In addition, if the sign installation meets **any** of the following criteria, they shall be submitted with structural calculations:

- Freestanding pole signs when the overall height is greater than ten (10) feet from ground level
- Monument signs greater than six (6) feet from ground level
- Building frontage signs when they meet all of these conditions:
 - a) sign is greater than two (2) feet in height
 - b) sign is placed higher than twelve (12) feet above walking surface, and
 - c) sign is heavier than 20 lbs.

Allowed Locations

Consult with Planning staff prior to submitting plans for zoning prerequisites such as allowed sign areas, types, location, height and other special provisions. The Planning Department can be reached at (916) 478-2265.

Plan Submittal for Construction

Quantity

- Two (2) sets of plans must be submitted; a completed building application form, a completed sign application form, and plan check fee paid. Upon submittal of plans, these will be distributed to Planning and Building Safety and Inspection for review. All freestanding signs will also be reviewed by the Public Works Department.
- Three (3) site plans/cover sheets – two site plans to be attached to complete drawings; only one (11" x 17") for Assessor's copy. If this is a freestanding sign, the site plans are required to be to scale.
- Two (2) sets of wet-signed and stamped structural calculation reports prepared by a professional engineer licensed in the State of California [if required].

Plan Review Timelines

Allow a minimum of **ten** business days for the first plan review; **five** business days for any subsequent reviews.

Minimum Plan Requirements

Size

Minimum 8-1/2" x 11" and maximum 11" x 17" plans drawn to scale, fully dimensioned and legible.

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, depict wiring and electrical components such as identification of transformer, means of disconnect, grounding, conduit material and listing number.

Inspections

1. Foundation - required when sign includes a footing design; the inspection allows the building inspector to verify the size and depth of excavated footing, reinforcement method, etc.
2. Final - required after the project is complete.

The inspection phone line is **(916) 478-2225**, available 24 hours/day. Inspection requests received after 5:00 am will be scheduled for the following day.

Fees

Building fees are based on the total value of all construction work (including labor and materials). Please call in advance to determine an exact fee.

Application Forms

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: *8401 Laguna Palms Way*
Phone: *(916) 478-2235*
Hours: *Monday through Friday*
8 am – 5 pm

An Application for Permit form may also be found online at www.elkgrovecity.org under Building Division.