

## Plan Submittal for Signs ( building • freestanding • pole)

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

March 2008

### 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.

### 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 Inspection & Safety for review
- Three (3) site plans/cover sheets – two site plans to be attached to complete drawings; only one (11" x 17") for Assessor's copy
- 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**