

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 be obtained from both the Planning and Building Divisions 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 and supporting structure)

Additional Requirements

A separate sign permit is required from Planning prior to obtaining a sign permit from the Building Division.

Minimum Plan Requirements

Information

- **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, rights-of-way, street frontage dimension.
- **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*.
- **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.
 - a. 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.