



Plan Review Submittal **SIGNS** (LED OR Moving Signs are Prohibited)

The following items are required to be a deemed complete permit application:

TWO complete sets of plans that include:

- COVER SHEET**
- PROJECT LETTER**
- SITE PLAN** (Showing all buildings & area of work.)
- STRUCTURAL DOCUMENTATION**
- ELECTIRCAL PLAN** (This must be prepared by an architect, engineer, or a licensed installer.)
- METHOD OF ATTACHMENT**
- SOILS REPORT** (May be required for free-standing signs if applicable.)
- CALIFORNIA ENERGY LOSS REPORT (TITLE 24)** (May be required if applicable.)
- PROFESSIONAL STAMPS**
- APPLICATION FEE**

PLEASE NOTE:

- Applicant submits to the applicable fire department separately, if necessary.
- Applicant to secure all necessary approvals from outside agencies.

I understand an application missing any items will be deemed incomplete and the plan check will not be scheduled until all the items above are received by Building Services. This may affect applicable fees and codes, since the operative date of application will be the date on which a complete application is received.

All required items on this list are present and complete.

I am the: Owner Contractor Agent of the owner/contractor

Signature

Date

SIGNS

Project Authorizations (Check One):

Regular application submittal: The proposed project is authorized by current codes and/or all discretionary approvals required for the proposed project have been obtained.

Parallel Application submittal: A discretionary permit is required and has not yet been approved by the County decision-makers. The undersigned acknowledges that this application will be deemed incomplete and final review and determinations will not be made until all required discretionary approvals have been obtained and the appropriate appeal period has passed without objection, and that the building permit application will be forward for parallel review by applicable agencies. Note: Signs with associated Discretionary Signage Packages generally require Landlord Approval on the plan sheets or by supporting documents for Replacement Signage as well as New Signage. Please review applicable discretionary requirements prior to submittal. **The 365-day processing time period for this application shall begin on the submittal date of the building permit application and the timeframe consumed by the discretionary process shall not be used as grounds for extending the permit processing time period.**

Signature:

Applicant

Date

SIGNAGE IMPROVEMENT PLAN SET STANDARDS:

All plan sets shall be submitted using Black and White plan sheets using Conventional Drafting Methods. Colored Plan Sheets and/or Photographs may supplement the required plan sheets but cannot be used as a substitute for Conventional Drafting Methods.

The required plan sets shall be submitted on 24" x 36" sheets or smaller, drawn to scale, and of sufficient size to clearly show all details and required information for the work to be performed Larger is preferable to smaller. Each plan set must be large enough to allow multiple agency approval stamps to be placed upon plans in "open/empty" areas of the plan sheets.

SIGNS

(Continued)

Listed on this page are guidelines for the **required informational items that must be included on the submitted plan sets.** .

1) **A “Cover Sheet”** that includes the following information:

Project Description: A description of the basic components of the proposed project, including but not limited to: The proposed addition/change in signage. This description must be consistent with the descriptions required in other parts of the building permit application, and the plan sets must match this description on **ALL** Plan Sheets. The description of any Previous and/or Current Signage shall be included as part of the project description. Any proposed changes to exterior lighting (primarily concerned with signage lighting but include any changes to elevation, and/or parking lot lighting if applicable). Any proposed additions or changes to site landscaping.

Conditions of Approval/Hearing Body:

1) *New Signage* authorized by discretionary approval shall have the **APPROVED** Conditions of Approval and/or Signage Package. The conditions of approval and/or Signage Package that are provided on the plan set submittal shall reference the approving body and date of approval.

2) *Replacement Signage* that was originally authorized by discretionary approval shall reference the applicable discretionary file and the approving body and date of approval.

3) *Signage Packages:* Signs with associated discretionary *Signage Packages* generally require Landlord Approval on the plan sheets or by supporting documents for Replacement Signage as well as New Signage. Please review applicable discretionary requirements prior to submittal.

A “Sheet Index”. The sheets must also be labeled “1 of **x** sheets” where **x** is the total number of sheets. Each sheet should have as part of its lay out a Project Name / Title Block

2) **Name, address of applicant and designer (if applicable).**

3) **Date, north arrow, and scale.**

4) **A site plan** showing the overall parcel, building and signage layout drawn to scale. This plan shall show the location of proposed signage project relative to its location on a structure(s) and/or the project parcel, drawn to scale using conventional drafting methods. Each building/improved suite/sign shall be labeled with a numeric or alphabetic system compatible with any previous permit such that the location of the proposed signage project can readily found in the field from review of the plan sets.

5) **A scaled drawing** illustrating the type of construction proposed to attach the proposed sign to an existing building or the design of a free-standing support system using conventional drafting methods must be provided.

6) **An elevation plan of the wall mounted and/or freestanding sign** drawn to scale using conventional drafting methods.

7) **An elevation plan for the building elevation** façade onto which the proposed sign is to be attached. This plan shall show the square footage of the building elevation and the square footage of the proposed sign. All elevation plan sheets shall use conventional drafting methods and be drawn to scale.

8) **Exterior lighting if proposed to be added or modified.** (Refer to Zoning Ordinance 17.14.170. Include Photometric analysis plan, and manufacturer’s “cut-sheets” on fixtures to show compliance to IESNA **Full-Cutoff** Standards.)