



# SIGN INSTALLATION SUBMITTAL REQUIREMENTS

**BUILDING SERVICES**



*All signs must be approved by the Planning Department prior to submitting for Sign Installation Permit*

## **Submittal Requirements:**

*\*Multiple sets are required for submitting in-person. Sheet size requirements apply to in-person & [electronic submittals](#).*

### **1. Document Submittal List**

A. Drawings (3 sets 11"x17" minimum, 24"x36" maximum)\*

- Architectural Site Plan : Scaled drawings showing the sign's position on the building facade, including vertical clearance from the ground and total height from grade.
- Electrical Plan (Allowed to be overlaid on Architectural Plan)
- Mounting Details (Cross-sections showing how the sign is attached to the building or its foundation)
- Building Permit Application ([Building Permit Application](#))

### **2. Document Format Information**

B. Architectural Site Plan

- Elevations - Scaled drawings showing the sign's position on the building facade, including vertical clearance from the ground and total height from grade.
- Address of property
- Address and phone number of property owner (not tenant)
- If hand drawn, drawn with a straight edge and legible
- Must show property lines, adjacent streets, building footprints, and the exact location of proposed/existing signs with dimensions to property lines (setbacks).

C. Electrical Plan for Illuminated Signs

- Wiring diagram
- Transformer location
- Title 24 energy compliance data