

**DEVELOPMENT SERVICES – BUILDING DIVISION****SUBMITTAL GUIDELINES:
MONUMENT SIGNS****SCOPE: COMMERCIAL****APPLICABLE CODES:** 2016 CBC, CPC, CMC, CEC, CALGreen, CEnC, and PAMC

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

Monument signs are not exempt from building permits unless the sign is less than 4 feet in height measured from the bottom of the footing to the top of the sign and are not illuminated. (CBC Section 105.2)

DOCUMENTS REQUIRED FOR SUBMITTAL

1. Drawings (2) sets:
 - a. Site plan showing the location of the proposed sign(s)
 - b. Architectural Plans – Elevation View
 - c. Structural Plans – Structural Framing Details, Anchorage and Foundation Details
 - d. Electrical Plan - for illuminated signs only
2. Structural Calculations (2) sets
3. Title 24 Energy Calculations and Forms (2) sets, for illuminated signs only
4. Planning Entitlement approval letter

EXPANDED INFORMATION ON ABOVE DOCUMENTS

1. Information on Plans:
 - a. Wet Sign Documents by Design Professional
 - b. Name, title and Address, Phone No. of Design Professional
 - c. Project Name & Address
 - d. Applicable Codes and Editions, e.g. 2016 CBC, CEC, CEnC, etc
 - e. Description of Work
 - f. Scale for All Drawings and Details
2. Structural Calculation cover sheet to be wet sign and sealed by Design Professional
3. Provide Title 24 Compliance form: [NRCC-LTS-01-E](#) for Sign Lighting.