

**DEVELOPMENT SERVICES – BUILDING DIVISION****SUBMITTAL GUIDELINES:
WALL MOUNTED 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.

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 required for signs weighing 200 lbs or more.
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.