



## PLAN SUBMITTAL CHECKLIST

### SIGNS

A complete submittal will expedite the plan check process. If the plans and other construction documents are incomplete, the plan check process will be prolonged. Some of the listed items may not pertain to your project. If so, please indicate by marking "N/A" at the "Y N" space.

**PROJECT ADDRESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

| Number of Sets | Item Number | Item Description                                                                                                                                                                                                                         | Owner/Designer | Insp Svc. ONLY |
|----------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| ONE            | 1.          | <b>PERMIT APPLICATION FORM</b> , completed with all contact data                                                                                                                                                                         | Y N            | Y N            |
| FOUR           | 2.          | A complete <b>SITE PLAN</b> , to scale, dimensioned and all off site and on site improvements shown                                                                                                                                      | Y N            | Y N            |
| FOUR           | 3.          | <b>BUILDING ELEVATIONS</b> showing the locations of signs. If Pole or Monument signs, included elevations of those signs. Dimensions from curb, above sidewalk or path of travel, all scaled and dimensioned.                            | Y N            | Y N            |
| FOUR           | 4.          | A complete <b>FOUNDATION PLAN</b> to scale and dimensioned, for all Monument and Pole signs along with current Engineering calculations for the foundation                                                                               | Y N            | Y N            |
| FOUR           | 5.          | <b>DETAILS OF PROPOSED SIGN FACES</b> showing dimensions of sign background, letters, and indicating type of lighting and types of materials and colors to be used.                                                                      | Y N            | Y N            |
| FOUR           | 6.          | <b>FOR WALL MOUNTED</b> signs, provide details on location, connections, fastener type (size and number), etc.                                                                                                                           | Y N            | Y N            |
| FOUR           | 7.          | <b>For ILLUMINATED SIGNS, provide complete ELECTRICAL PLANS</b> including conduit, wire gauge, panel location, and electrical disconnect. If electrical is existing, indicate on the plans along with other information requested above. | Y N            | Y N            |

**NOTE:** Plans must be signed by the person responsible for the preparation. Include telephone number, address or other method of contact. All structural calculations and plans must "wet stamped" and signed by the Engineer of record. All structural data shall be based on the latest adopted Codes and shall reflect calculations for expansive soils with 1000 psf bearing and 150 psf lateral loads.

I HAVE REVIEWED THIS SUBMITTAL LIST AND I RECOGNIZE THAT INCREASED TIME FRAMES ARE NECESSITATED BY INADEQUATE PLAN SUBMITTALS, AND IN SOME CASES A PLAN REVIEW MAY NOT BE PERFORMED UNTIL THE MISSING DATA IS SUBMITTED.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_