



## Plan Submittal for Signs ( building • freestanding • pole )

Rev July 2016

### Purpose

This handout establishes a procedure for complete plan review submittals for the installation of illuminated/non-illuminated building frontage and freestanding signs. Approval must therefore be obtained from Planning and Building Safety & Inspection before commencing any work.

### Permits Required

A building permit is required for the following type of signage installations:

- Any illuminated and non-illuminated building frontage signs, freestanding signs and monument signs

In addition, if the sign installation meets **any** of the following criteria, they shall be submitted with structural calculations:

- Freestanding pole signs when the overall height is greater than ten (10) feet from ground level
- Monument signs greater than six (6) feet from ground level
- Building frontage signs when they meet all of these conditions:
  - a) sign is greater than two (2) feet in height
  - b) sign is placed higher than twelve (12) feet above walking surface, and
  - c) sign is heavier than 20 lbs.

### Allowed Locations

An Administrative sign review must be done prior to the Building Department review. Consult with Planning staff prior to submitting plans for zoning prerequisites such as allowed sign areas, types, location, height and other special provisions. The Planning Department can be reached at (408) 866-2140. If it is a Monument sign in the "Right of

Way", and encroachment permit will be required. Please consult Public Works with any questions regarding this at (408) 866-2150.

### Plan Submittal for Construction

#### Quantity

- Two (2) sets of plans must be submitted; a completed building application form, and plan check fee paid. The plans submitted need to be the original stamped approved sets from the Planning Department for Building review. All freestanding signs will also be reviewed by the Public Works Department for possible Encroachment in the Right of Way. (408) 866-2150
- Two (2) site plans/cover sheets – two (Planning Department approved and stamped) site plans to be attached to complete drawings (11" x 17"). If this is a freestanding sign, the site plans are required to be to scale.
- Two (2) sets of wet-signed and stamped structural calculation reports prepared by a professional engineer licensed in the State of California [if required].

#### Plan Review Timelines

Allow a minimum of **ten** business days for the first plan review; **five** business days for any subsequent reviews. Most Wall mounted signs can be done over the counter following Planning approval if plans are complete.

### Minimum Plan Requirements

#### Size

Minimum 8-1/2" x 11" and maximum 11" x 17" plans drawn to scale, fully dimensioned and legible.

### Information

1. Plot plan/cover sheet - job address; name, address and phone number of business owner, contractor and designer; location of sign(s) and distances to property lines, right-of-ways, street frontage dimension.
2. Elevation drawings – width and length dimension for each letter(s) and/or cabinet sign, material specifications, colored renderings; depict position of building *frontage sign* on exterior wall(s); overall height from adjacent standing surface to bottom of cabinet for *frontage signs*; similarly, overall height from adjacent grade to bottom of *freestanding signs*.
3. Sign specifications – cross-section of *frontage sign*, type/size of supporting fastener to exterior wall, data on weight for each letter or cabinet sign; footing design, reinforcement, post support and fasteners for *freestanding sign*.

For *illuminated* signs, depict wiring and electrical components such as identification of transformer, means of disconnect, grounding, conduit material and listing number.

### Inspections

1. Foundation - required when sign includes a footing design; the inspection allows the building inspector to verify the size and depth of excavated footing, reinforcement method, etc.
2. Final - required after the project is complete.
3. Building frontage signs require only a final for building and electric (where applicable).

The inspection phone line is **(408) 866-2706**, available 24 hours/day. Inspection requests received after 12:00 am (Midnight) will be scheduled for the following day.

### Fees

Building fees are based on the total value of all construction work (including labor and materials) and an electrical fee if applicable. Please call in advance to determine an exact fee.

### Application Forms

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: **70 N 1<sup>st</sup> Street, Campbell CA**

Phone: **(408) 866-2130**  
Hours: **Monday through Friday**  
**8 am – 5 pm**

An Application for Permit form may also be found online at [www.cityofcampbell.com](http://www.cityofcampbell.com) under Building Division and Quick links.