

ELECTRIC SIGN PERMIT SUBMITTAL GUIDE

This guide has been compiled to assist individuals with completing some of the basic issues; which, are reviewed in the permit process.

For all signs...

1. Submit two sets of drawings which accurately depict the sign to be installed. Dimensions of the overall sign area and all lettering/information to be on the sign must be included. All electric signs are required to be U/L Listed. This means that they must be constructed in a U/L Listed sign manufacturing facility or field inspected and labeled by Underwriters Laboratories, Inc.
2. The U/L label must be visible after the sign is installed.
3. The required weatherproof disconnect location must be indicated on the sign drawings.
4. Branch circuits for signs shall not exceed 20 amperes.
5. Wiring type and/or conduit type and size must be clearly indicated on the plans.
6. The sign is required to be marked with the manufacturer's name, trademark or other means of identification; and input voltage and current rating.

For building signs...

1. Two sets of drawings showing the area of the tenant space façade must also be provided showing the sign with lettering/information as it is to be installed. Methods of attachment to the structure must be clearly indicated on the drawings.

For freestanding signs...

1. Submit two site plans which clearly indicate the proposed location of the sign on the property, distance to Right-of Ways, easements, and/or sight triangles.
2. Footing and foundation details must be included with the sign drawings for freestanding signs.
3. All signs in excess of 20 square feet must have a Registered Architect or Professional Engineers seal on them to indicate review for the appropriate wind loads.