



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
Director Lee Butler, AICP, LEED AP

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## Typical Building Division Comments – Sign Permits

A building permit is typically required for the installation of signage. If you think a sign may be exempt, please contact the John Gervasoni, Chief Building Official at 831-420-5119. Plans submitted for building permit issuance shall be prepared in compliance with current codes adopted by the City of Santa Cruz (**2022** California Building Standards Codes and Title 18 of the Santa Cruz Municipal Code).

While a more thorough plan review will be conducted at time of building permit application to verify full code compliance, the following items are noted to provide preliminary design assistance. **This is not an all-inclusive list of corrections that may be required at time of building permit application submittal.**

- 1) Provide the following Project Data on the cover sheet but not limited to the following;
  - (a) Occupancy classification – **Group XX**
  - (b) Type of Construction – **XX**
  - (c) Proposed square footage of signage – **approximately XXSF**
- 2) Please provide a Scope of Work statement on the cover sheet of the plans.
- 3) All plan sheets shall be signed by the designer per Business and Professions Code sections 5536 & 5537. If designer and installer is a licensed contractor include CA state contractor's license number if applicable. Please print the name next to the signature for identification if the signature is not legible.
- 4) Please provide a code compliance notation on the cover sheet stating, 'All work indicated on the plans shall comply with the following codes; **2022 CBC, CEC, CA Energy Code and SMC Title 18.**
- 5) All plans shall be submitted in 11" x 17" format minimum and all information shall be provided in a font size that is clear and legible.

- 6) Please create a sheet index on the cover sheet of the plans identifying all plan sheets included in this submittal.
- 7) All signs shall be plainly marked with the **name of the person, firm or corporation** erecting and maintaining such sign and shall have affixed to the front of the sign the **permit number issued** for the sign CBC Appx H104.1. **This notation shall appear on the cover sheet of the plans. (Permit number has not been assigned, this will be provided at time of building permit application submittal).**
- 8) The signs shall be fully illustrated to indicate the following;
  - a. Note on the plans, 'All signs shall be listed and provided with installation instructions and installed in conformance with that listing' CEC 600.3.
  - b. Note on plans, 'Signs shall be marked with the manufacturer's name, trademark or other means of identification, input voltage and current rating CEC 600.4.
  - c. A minimum 20A circuit is required to provide power to the proposed signs CEC 600.5.
  - d. Identify location of all sign disconnects per CEC 600.6.
  - e. Grounding and bonding requirements of CEC 600.7.
  - f. Provide sign cabinet with drainage holes at bottom CEC 600.9(D)
- 9) Clarify if required 20A, 120V circuits are existing or need to be installed.
- 10) When completing the building permit application, please provide a valuation for the proposed work.
- 11) Please provide a completed lighting compliance and control form NRCC-LTS-E with the permit application resubmittal for internally illuminated signage and controls per **2022** CA Energy Code 141.0(b)2H. The forms can be obtained from the following link;  
<https://energycodeace.com/NonresidentialForms/2022>  
These compliance documents may be provided in 8 ½" x 11" format.