

SIGN PERMIT APPLICATION



DEVELOPMENT SERVICES PLANNING DIVISION

The following checklist will ensure the timely processing of your sign permit:

- o Completed and Signed Application (don't forget the lineal frontage)
- o 4 sets of color drawings / plans
 - Elevations
 - Site Plan
 - Signage Details
- o Drawings / plans of all existing signs to remain
- o Completed Building Permit Application (if required). Be sure to include the estimated valuation
- o 2 copies of the energy forms Certificate of Compliance (Sign Lighting) - Form SLTG-1C
- o Construction details showing electrical wiring equipment , connection method, dimensions, material and required details of construction, including loads, stresses, and anchors (amount, size, and type).
- o Check for planning and building fees

Failure to provide a complete application package will result in a delay in processing your application.

CITY OF TURLOCK

DEVELOPMENT SERVICES SIGN PERMIT CHECKLIST

The following are common installations that require a building permit:

- Signs that have electrical components (i.e. external and/or internal illumination).
- Monument sign less than six (6) feet in height.
- Monument signs and pylon signs more than six (6) feet in height.
- Signs that are wall mounted and project out in a perpendicular plane.
- Some wall mounted signs.

The following are common installations that do not require a building permit but do require a sign permit:

- Refacing of existing plastic material.
- Painting, repainting or cleaning of an advertising structure or changing of advertising copy or message, unless a structural change is made.

If a building/electrical permit is required, the following items **MUST** be provided:

WALL SIGNS

1. Completed sign permit application.
2. Completed building/electrical permit application.
3. Four (4) sets of drawings/plans, at least one set in color. Plans must be of sufficient size to be legible.
4. Site plan: to include site address, building and sign location, and number of signs to be installed. Existing signs to remain must be clearly identified.
5. Electrical (i.e. UL approved sign, cabinet support/attachment, branch circuit information, and type of lighting [i.e. LED, neon, etc.]
6. Construction documents showing the dimensions, material and required details of construction, including loads, stress and anchors (amount, size and type).

MONUMENT SIGNS LESS THAN SIX (6) FEET IN HEIGHT

1. Completed sign permit application.
2. Completed building/electrical permit application.
3. Four (4) sets of drawings/plans, at least one set in color. Plans must be of sufficient size to be legible.
4. Site plan: to include site address, sign location, number of signs to be installed, existing signs to remain are to be clearly identified, clearly identify any easements on the property, clear vision triangles / zones, and existing buildings and structures on the property.
5. Electrical information. (i.e. UL approved sign, cabinet support / attachment, branch circuit information, and type of lighting [i.e. LED, neon, etc.]
6. Foundation plan/details.
7. Construction documents showing the dimensions, material and required details of construction, including loads, stress and anchors (amount, size and type).
8. Two (2) copies of the energy forms - Certificate of Compliance (Sign Lighting) Form SLTG-1C.

PYLON SIGNS AND MONUMENT SIGNS GREATER THAN SIX (6) FEET IN HEIGHT

1. Completed sign permit application.
2. Completed building/electrical permit application.
3. Four (4) sets of drawings/plans, at least one set in color. Plans must be of sufficient size to be legible.
4. Site plan to include site address, sign location, number of signs to be installed, any easements on the property, clear vision triangles/zones, and existing buildings and structures on the property.
5. Electrical information. Service loads to be designed by architect, electrical engineer, and / or Design Build Electrical Contractor* *(must design and perform work)]
6. Structural information. To be designed by licensed engineer – wet stamp and signature required.
 - o Foundation
 - o Structure (pole, weld, etc)
7. Two (2) copies of the energy forms - Certificate of Compliance (Sign Lighting) Form SLTG-1C.
8. Two (2) copies of the structural calculations. To be designed by a licensed engineer – wet stamp and signature required.



CITY OF TURLOCK SIGN PERMIT APPLICATION

Note: Information provided on this application is considered public record and will be released upon request by any member of the public.

Applicant _____ Phone _____ Fax _____
(Please Print)

Applicant's Address _____

Project Business Name _____ Phone _____

Project Address _____ APN _____ Zoning _____

Property Owner _____ Phone _____

Property Owner Address _____

Type of Sign Requested: (Check All Applicable Items)

- | | |
|---|---|
| <input type="checkbox"/> Reface of Existing Sign | <input type="checkbox"/> Internally Illuminated |
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Externally Illuminated |
| <input type="checkbox"/> Freestanding Monument Sign | <input type="checkbox"/> Non-illuminated |
| <input type="checkbox"/> Temporary Sign | |
| <input type="checkbox"/> Other: _____ | |

Is there an existing sign program ___yes ___no Please provide permit number: _____

Is there any existing signage to remain _____ yes _____ no. If yes, please provide drawings / plans with dimensions and locations clearly identified.

NOTE: All non-permitted signage must be removed prior to the issuance of a new sign permit.

****Lineal Frontage of Building** _____

If the building is on a corner you may include the lineal frontage of both street frontages.

****Leased Tenant Space (in square feet)** _____

****FAILURE TO PROVIDE THE LINEAL FRONTAGE OR LEASED AREA MAY
RESULT IN A DELAY IN PROCESSING THE SIGN PERMIT**

Additional information may be required. See attached checklist.

I certify that the above answers are true and correct to the best of my knowledge and belief, and I understand that subsequent action to rescind any permit based upon this form may be possible if evidence is uncovered to the contrary.

(Applicant Signature)

(Print Name)

(Date)

(Property Owner Signature)

(Print Name)

(Date)

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BUILDING DIVISION PERMIT APPLICATION

156 S BROADWAY STE 130 TURLOCK CA 95380
PHONE: 209-668-5560 FAX: 209-668-5107
CITYOFTURLOCK.ORG

PERMIT NO. _____
NWS PERMIT TYPE: B- _____
APPLICATION DATE: _____
PLAN CHECK DEPOSIT: _____

PLEASE REVIEW AND COMPLY WITH THE FOLLOWING ITEMS PRIOR TO SUBMITTING APPLICATION
This application MUST be filled out COMPLETELY. If a line does not pertain to your project please put N/A.

1. A plan check deposit is required with this application (payable by cash or check).
2. A copy of the Land Use/Entitlement Planning Permit, if applicable, is required with this application.
3. Projects which require more than 3 plan checks will be subject to additional plan check fees.
4. If this building is intended to be licensed by the Department of Health Services (i.e. OSHPD3), you are required to submit concurrently to OSHPD for their review and approval. **We Do Not Certify Clinics**
5. No inspections will be performed prior to issuance of the Building Permit.
6. The following shall NOT be part of this submittal: Civil Drawings, Landscape Plans and/or Commercial Fire Sprinkler Systems. Please contact Engineering, Planning, County Health and/or Fire Departments for their required separate submittals.
7. **Residential Projects:** 3 sets of plans and 2 sets of all supporting documents (i.e. Structural Calcs, Energy Calcs, Truss Calcs, etc.) are required.
 - a. Is this project a new single family dwelling? If so, are you interested in deferring the Development Impact Fees?
 Yes No If yes, the preliminary title report AND legal notarized document of property owner authorization are due at the time of submittal.
8. **Commercial Projects:** 5 sets of plans, 3 sets of Structural Calcs and 2 sets of all other supporting documents (i.e. Energy Calcs, Truss Calcs, etc.) are required.
9. This document is public record.

Project Address _____

Description of Work _____

APN: _____ **Estimated Improvement Cost \$** _____

OWNER

Name _____ Phone _____

Email _____

CONTRACTOR

Name _____ Phone _____

License No. _____ License Class _____ E-mail address _____

City of Turlock Business License No. (If applicable) _____

SUBCONTRACTORS

Electrical Contractor: _____ License No _____

Plumbing Contractor: _____ License No _____

Mechanical Contractor: _____ License No _____

PLEASE TURN OVER AND COMPLETE THE BACK OF THIS FORM



LICENSED ENGINEERING/ARCHITECTURAL FIRM

Company Name _____ Contact Name: _____ License No. _____

Phone _____ FAX _____ Email _____

APPLICANT/PROJECT CONTACT

NAME _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

I certify that I have read this application and state the above information is CORRECT. I AGREE TO COMPLY with all City and County ordinances and State laws relating to construction and herby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Date _____ Signature of Applicant/Agent _____

Property Owner Contractor Agent

THIS IS AN INCOMPLETE PLAN CHECK SUBMITTAL DUE TO THE LACK OF THE FOLLOWING ITEMS:

- | | |
|---|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Roof Framing Plan |
| <input type="checkbox"/> Structural Calcs | <input type="checkbox"/> Floor Framing Plan |
| <input type="checkbox"/> Truss Calcs | <input type="checkbox"/> Residential/Fire Sprinklers and Calcs |
| <input type="checkbox"/> Other _____ | |

This plan check process may be delayed due to the lack of information as noted above. By signing at the end of this statement you are acknowledging and agreeing that the plan check package is not complete and are aware that the standard review time lines may NOT be met.

Applicant: _____

Date: _____

This Permit Application EXPIRES one year from the date of initial application.***For Office Use Only***

Reviewed By:

Route To:

BLDG

IW

BV

4L

PLN

ENG

FIRE



BUILDING DIVISION RE-SUBMITTAL FORM

156 S BROADWAY STE 130 TURLOCK CA 95380

PHONE: 209-668-5560 FAX: 209-668-5107

CITYOFTURLOCK.ORG

RE – SUBMITTAL APPLICATION:

Date: _____

Permit #: _____

Re-Check (Per Plan Check Comments)

Deferred Submittal
(Copy of Approved Plans may be required)

Revisions to Approved Plans
(Copy of Approved Set of Plans may be required)

Address of Work: _____

Project Name: _____

Description of Project Changes / Updates: _____

Contact Person: _____
Please Print

Phone: _____

Email: _____

Fax: _____

Requested By: _____

- For Office Use Only -

Received By: _____

This document is used to demonstrate compliance with requirements in §110.9, §110.12, §130.0, §130.3, §140.8, and §141.0(b)2M for sign lighting scopes using the prescriptive path. Exit signs and traffic signs are not required to comply with prescriptive requirements per exceptions to §140.8 and do not need to complete this compliance document.

Project Name: _____ Report Page: Page 1 of 3
 Project Address: _____ Date Prepared: _____

A. GENERAL INFORMATION

01 Project Location (city) _____
 02 Climate Zone _____
 03 Building is a healthcare facility

B. PROJECT SCOPE

Table Instructions: Include any illuminated signs that are within the scope of the permit application and are demonstrating compliance using the prescriptive path outlined in §140.8 or §141.0(b)2M for alterations. Exit signs and traffic signs are not required to comply with prescriptive requirements per exceptions to §140.8 and do not need to complete this compliance document. WARNING: Changing the Compliance Method in this table will result in the deletion of data previously input. If you need to change the compliance method, please open a new form or use "Save As".

01	02	03	04	05
Name or Item Tag	Complete Sign Description	Sign Status ¹	Sign Type	Compliance Method ²

¹FOOTNOTE: Sign alterations that increase the connected lighting load, replace and rewire more than 50% of the ballasts, or relocate the sign to a different location must comply with §140.8. See §141.0(b)2M for more details.

²The ENERGY VERIFIED Label compliance method is only applicable if the sign has a permanent, factory-installed, ENERGY VERIFIED label certified by UL or comparable, confirming the sign complies with §140.8. Note that using an ENERGY VERIFIED label is an optional compliance path, not a mandatory requirement. See the tool tips for this table for more details.

C. COMPLIANCE RESULTS

Table Instructions: If any cell on this table says "DOES NOT COMPLY" or "COMPLIES with Exceptional Conditions" refer to Table D. for guidance.

01	02	03	04	05	06	07
Name or Item Tag (See Table B)	Complete Sign Description (See Table B)	Total Allowed (Watts) (See Table F)	Total Designed (Watts) (See Table F)	Compliant Light Sources (See Table G)	ENERGY VERIFIED Label (See Table H)	Compliance Results
		≥	≥	OR	OR	
						DOES NOT COMPLY
Controls Compliance (See Table F/G/H for Details)						DOES NOT COMPLY

Project Name:

Report Page:

Page 2 of 3

Project Address:

Date Prepared:

D. EXCEPTIONAL CONDITIONS

This table is auto-filled with uneditable comments because of selections made or data entered in tables throughout the form.

No exceptional conditions apply to this project.

E. ADDITIONAL REMARKS

This table includes remarks made by the permit applicant to the Authority Having Jurisdiction.

F. MAXIMUM ALLOWED LIGHTING POWER AND CONTROLS

This Section Does Not Apply

G. LIGHT SOURCES AND CONTROLS

This Section Does Not Apply

H. ENERGY VERIFIED LABELED SIGNS AND CONTROLS

This Section Does Not Apply

I. DECLARATION OF REQUIRED CERTIFICATES OF INSTALLATION

Table Instructions: Selections have been made based on information provided in previous tables of this document. If any selection needs to be changed, please explain why in Table E. Additional Remarks. These documents must be provided to the building inspector during construction and can be found online at https://www.energy.ca.gov/title24/2019standards/2019_compliance_documents/Nonresidential_Documents/NRCI/

YES	NO	Form/Title	Field Inspector	
			Pass	Fail
<input checked="" type="radio"/>	<input type="radio"/>	NRCC-LTS-01-E - Must be submitted for all buildings.	<input type="checkbox"/>	<input type="checkbox"/>

J. DECLARATION OF REQUIRED CERTIFICATES OF ACCEPTANCE

There are no Certificates of Acceptance applicable to sign lighting requirements.

Project Name:

Report Page:

Page 3 of 3

Project Address:

Date Prepared:

DOCUMENTATION AUTHOR'S DECLARATION STATEMENT

I certify that this Certificate of Compliance documentation is accurate and complete

Documentation Author Name:

Documentation Author Signature:

Company:

Signature Date:

Address:

CEA/ HERS Certification Identification (if applicable):

City/State/Zip:

Phone:

RESPONSIBLE PERSON'S DECLARATION STATEMENT

I certify the following under penalty of perjury, under the laws of the State of California:

1. The information provided on this Certificate of Compliance is true and correct.
2. I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this Certificate of Compliance (responsible designer)
3. The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations.
4. The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.
5. I will ensure that a completed signed copy of this Certificate of Compliance shall be made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections. I understand that a completed signed copy of this Certificate of Compliance is required to be included with the documentation the builder provides to the building owner at occupancy.

Responsible Designer Name:

Responsible Designer Signature:

Company:

Date Signed:

Address:

License:

City/State/Zip:

Phone: