

## The Make Them Want to Give You a Permit Submittal Checklist for Sign Contractors

Submittal List for project: \_\_\_\_\_

### Plans on 11 X 17 inch (ledger/tabloid) paper

\_\_\_ Plans: The number of sets required varies by the issuing jurisdiction

Sheet 1

Vicinity Map  
Sign Schedule  
Scope of Work  
General Notes  
List of Codes (Such as )  
    2010 California Building Code  
    2010 California Electrical Code  
    2010 California Energy Code

Sheet 2

Site Plan – mandatory for City and County of San Diego  
**A Google Earth photo is not a site plan!**  
Include APN and legal description

Sheet 3

Building Elevations

Sheet 4

Sign Elevations

Sheet 5

Sign Details  
Attachment – include variations for different wall types  
For illuminated signs make sure each sign has a disconnect on it  
and it has a UL call out.

\_\_\_ Landlord's authorization for contractor to perform work as specified in the plans and landlord contact information

\_\_\_ 2010 California Energy Compliance forms for illuminated signs, completed and signed (4 pages)

\_\_\_ Structural engineering calculations, as needed. Usually for most ground signs. Be sure calculations specifically reference the sign or signs they are for. May require that calculations be scanned, printed on 11 X 17 sheets, and added to your plans.

\_\_\_ Certificate of Workers' Compensation insurance

\_\_\_ Copy of the contractor's license wallet card.

\_\_\_ Contractor's data so permit agent can obtain a business license if needed: Federal Employer ID, Seller's #, owner's name, and owner's Drivers License number are usually the minimum.

\_\_\_ Copy of City of Los Angeles Fabricators License if you have one.