

SIGN PERMIT INFORMATION SHEET

the curb face of the adjacent roadway(s) to any ground signs on the site.

The City of Irvine Zoning Ordinance requires that all permanent signs and most temporary signs installed within the City receive a Sign Permit prior to installation. The Sign Ordinance or a project specific sign program will regulate signs within the City.

Generally, a sign program will exist for any retail center, a site with multiple owners or, a multi-tenant building or multi-tenant site.

	Building Permit Application Form	
	☐ Property owner approval letter ☐ Check Payable to the City of Irvine for Plan Check Fees as follows:	
	 Building Plan Check 	\$84.00 + \$4.20 Automation Fee
	 Planning Plan Check 	\$123.00 per sign type
	Note that after the plans have been approved, you will be assessed additional fees for permit issuance (\$37.00), for non-illuminated signs \$108 and \$168 for illuminated. Minor charges for microfilming, state seismic (based of valuation) and automation (5% of Building Plan check & Inspection Fee).	
	Project Plans (two sets, drawn to scale, folded to approximately 8 ½ " x 14"). The plans must include the following information:	
on-	site. If the site or building is multi-ter	ling(s) on-site in relation to the major cross streets and any other buildings ant, identify the location of the specific suite and name of shopping centeration relative to the curb face. Include a minimum of two dimensions from

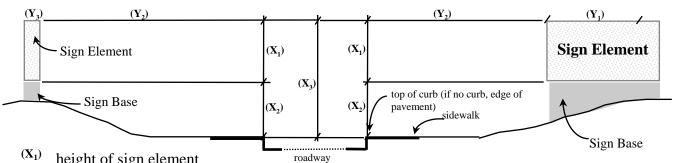
- **Wall sign** Show a building elevation with the proposed sign location(s). Show the dimensions of the sign(s) and the length of the building being leased. Include the distance from the ground to the bottom of the sign.
- Wall sign specifications Provide a detail of the proposed sign(s) which depict the dimensions of the sign, maximum letter/logo height, maximum sign length, color of the sign face and returns, type of sign material, and letter style.
- Ground sign (of which any portion of the sign is visible from a roadway, including the structure of the sign) Provide an elevation (view of the sign) including all measurements identified in Figure 1 (see reverse side of this
 sheet).
- Ground sign (of which any portion of the sign is <u>not</u> visible from a roadway, including the structure of the sign) Provide an elevation (view of the sign) including all measurements identified in Figure 2 (see reverse side of this sheet).
- Structural Provide a separate detail and cross section showing the depth of the sign, and structural supports, method of attachment and connections and locations of any other applicable accessories.
- **Electrical** Provide details showing sign or lighting installation for any electrical sign(s) and outline lighting, and if applicable, drawings and calculations for structural loading, prepared by a registered engineer.
- Additional notes to be added to plans (if applicable):
 - All electric signs shall be listed and labeled.
 - All electric signs shall be installed per installation instructions provided with each sign.
 - No structural components of building will be cut or drilled until reviewed by City inspector.
 - All high-voltage connections shall be made with listed products and their instructions.

For more information, please see the attached "Information Bulletin" No. 109, revised 4/21/93.

Figure 1

Ground Sign Measurements

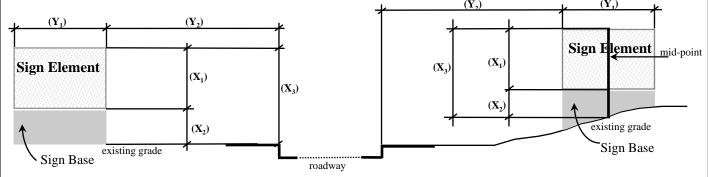
For any portion of a sign visible from a roadway, including the structure of a sign



- (X_1) height of sign element
- (X_2) height of sign footing
- (X_3) height of sign from curb
- (Y₁) length of sign
- (Y₂) setback from top of curb to sign edge, as measured from highest curb
- (Y₃) width of sign
- $(X_1)(Y_1)$ sign area (If the sign base is an integral part of the sign element, the base is included as part of total sign area. Site address is not considered part of the sign element.)
 - Note: (1) All internally illuminated cabinet signs shall have an opaque face. Only the sign text or logo graphic shall be illuminated.
 - (2) All signs must be outside of the sight distance triangle.

Figure 2 **Ground Sign Measurements**

For any portion of a sign not visible from a roadway, including the structure of a sign



- (X_1) height of sign element
- (X_2) height of sign footing
- (X₃) total height of sign, from existing grade at mid-point
- (Y_1) length of sign
- (Y₂) setback from top of curb to sign edge, as measured from highest curb
- $(X_1)(Y_1)$ sign area (If the sign base is an integral part of the sign element, the base is included as part of total sign area. Site address is not considered part of the sign element.)
 - Note: (1) All internally illuminated cabinet signs shall have an opaque face. Only the sign text or logo graphic shall be illuminated.
 - (2) All signs must be outside of the sight distance triangle.