



SIGN PERMIT

Submittals for illuminated or monument signs shall include two (2) sets of fully dimensional plans drawn to scale with landlord approval and shall contain the following information:

1. The address, location of the building or structure, or lot to which or upon which the sign or advertising structure is to be attached or erected.
2. The location of the proposed sign or advertising structure on or near the building.
3. Frontage of lease space.
4. The location, size, and type of all existing signage for the subject tenant presently located on the property.
5. Electrical information containing the following:
 - a. Installation instructions for standard-channel letter signs
 - b. Location of disconnect switch
 - c. Support of transformer
 - d. Number of transformers including voltage on secondary side
 - e. Type of conduit used
 - f. Elevation, plan view and cross section of sign showing wiring methods
 - g. Voltage and amperage of sign
6. Method of attachment for wall signs; foundation plan with engineering for monument signs and freestanding signs.
7. Indicate type of wall construction for wall mounted signs.

All signs must be submitted for plan check. Monument signs located in the public right of way must be approved by the Traffic Engineer.

All signs must be listed by Underwriters Laboratories (U.L.) and shall be installed in accordance with the installation instructions and Article 600 of the National Electric Code (N.E.C.)

Listing Required

1. Every electric sign of any type shall be listed by an approved testing laboratory and shall be installed in conformance with its listing. (N.E.C. 600-4)
2. All "can" letters and transformer housings shall have section labels that are visible after installation. (N.E.C. 600-7)

Installation

1. Sign shall be grounded in the manner specified in **Article 250** of the N.E.C. 600-5.
2. A disconnect shall be installed within sight of the sign which it controls. (N.E.C. 600-2)
3. Enclosures exposed to the weather shall be weatherproof and shall have at least 2 drain holes. (N.E.C. 600-8g)
4. A listed terminal or receptacle shall be installed for each electrode. The terminal shall be relieved from stress. (N.E.C. 600-34)
5. All boxes, fittings and conduits shall be supported independent of the terminals and as per the appropriate sections of the N.E.C.
6. Live parts shall be enclosed or suitable guarded to prevent contact. (N.E.C. 600-34i)
7. Transformers shall be located where accessible and shall be securely fastened in place. (N.E.C. 600-32e)
8. A work space of at least 3 feet high and measuring at least 3 feet by 3 feet horizontally shall be provided at each transformer or its enclosure where not installed in a sign. (N.E.C. 600-32f)
9. Transformers located in attics shall be provided with a suitable permanent walkway or catwalk extending from the point of entry into the attic to each transformer. (N.E.C. 600-32g)

Portable Gas-Tube Signs

1. Portable gas-tube signs shall be for indoor use only. (N.E.C. 600-37a)
2. Supply conductors shall consist of hard usage cord with a grounding conductor. It shall not exceed ten feet in length. (N.E.C. 600-37c)
3. Neither supply nor high voltage conductors may penetrate a wall, ceiling, or removable tile, without benefit of conduit approved for same.
4. Signs shall be held in place by not more than two hooks attached to the transformer case.

Open Neon Outline or Highlight Lighting

1. To be treated as a sign by this department
 - a. A terminal or receptacle shall be installed for each electrode. (No exposed G.T.O. cable) (N.E.C. 600-34)
 - b. Receptacles to be mounted in metal backing. (grounded) (N.E.C. 250)
 - c. Open neon (*interior*) shall be installed at a height of not less than 8 feet above the floor.
 - d. Open neon not allowed in exterior installations.