

INFORMATION SHEET

## SIGN PERMIT INFORMATION SHEET

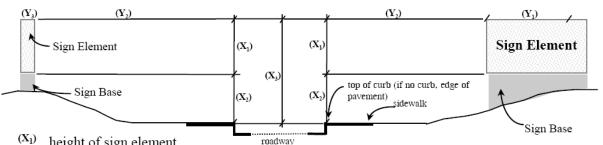
The City of Irvine Zoning Ordinance requires that all permanent signs and most temporary signs installed within the City receive a Sign Permit prior to installation. The Sign Ordinance or a project specific sign program will regulate signs within the City. Generally, a sign program will exist for any 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 Irvi Building Plan Check Planning Plan Check	ine for Plan Check fees as follows: \$84.00 + \$4.20 Automation fee \$123.00 per sign type		
<b>NOTE:</b> After the plans have been approved, you will be assessed additional fees for permit issuance (\$37.00) and inspection (non-illuminated signs \$108.00 / illuminated signs \$168.00). Minor charges may apply for microfilming, state seismic (based on valuation) and automation (5% of Building Plan Check & Inspection fees).			
Project Plans (three sets, drawn to scale, folded to approximatley 8 1/2 " x 14")  The plans must include the following information:			
<u>Location</u> : Show the location of the building(s) on-site in relation to the major cross streets and any other buildings on-site. If the site or building is multi-tenant, identify the location of the specific suite and name of shopping center, if appropriate. Show the ground sign location relative to the curb face. Include a minimum of two dimensions from the curb face of the adjacent roadway(s) to any ground signs on the site.			
<u>Wall sign:</u> 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.			
<b>9</b> .	de a detail of the proposed sign(s) which depict the dime ign length, color of the sign face and returns, type of sign		
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 Page 2).			
Ground sign (of which any portion of the sign is NOT 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 Page 2).			
<u>Structural:</u> Provide a separate detail and cross section showing the depth of the sign, structural supports, method of attachment and connections and locations of any other applicable accessories.			
	wing sign or lighting installation for any electrical sign(s lations for structural loading, prepared by a registered en	5 5	
<ul> <li>No structural components</li> </ul>		spector.	

For more information, please see Information Bulletin No. 109 (Revised 04/21/93) on Page 2.

## Figure 1 **Ground Sign Measurements**

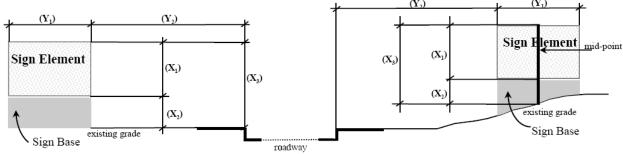
For any portion of a sign visible from a roadway, including the structure of a sign



- height of sign element
- height of sign footing
- (X<sub>3</sub>) height of sign from curb
- (Y<sub>1</sub>) length of sign
- (Y<sub>2</sub>) setback from top of curb to sign edge, as measured from highest curb
- (Y<sub>3</sub>) width of sign
- (X<sub>1</sub>)(Y<sub>1</sub>) 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<sub>1</sub>) height of sign element
- (X2) height of sign footing
- (X<sub>3</sub>) total height of sign, from existing grade at mid-point
- $(Y_1)$  length of sign
- setback from top of curb to sign edge, as measured from highest curb
- sign area (If the sign base is an integral part of the sign element, the base is included as part of  $(X_1)(Y_1)$ 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.