

SIGN INSTALLATION

SUBMITTAL REQUIREMENTS

A permit is required to install a new sign or remodel. Permit shall be obtained prior to the start of the work.

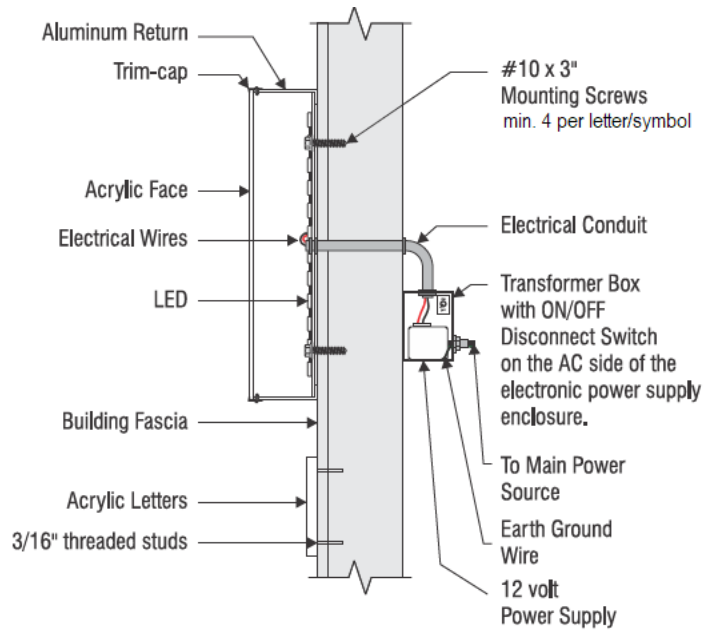
Review and approval from the Planning Division must be obtained prior to submitting a permit in the Building Division. To contact the Planning Division please call at (650) 903-6306 or email them at planning.division@mountainview.gov

One electronic set of plans, digitally signed by the designer/architect/engineer or contractor responsible for preparing the plans. All plans submitted (*at minimum, include existing and new floor plans*) shall be a minimum plan size of 11" x 17" and **must be legible** to facilitate digital imaging as a permanent record after the project is completed.

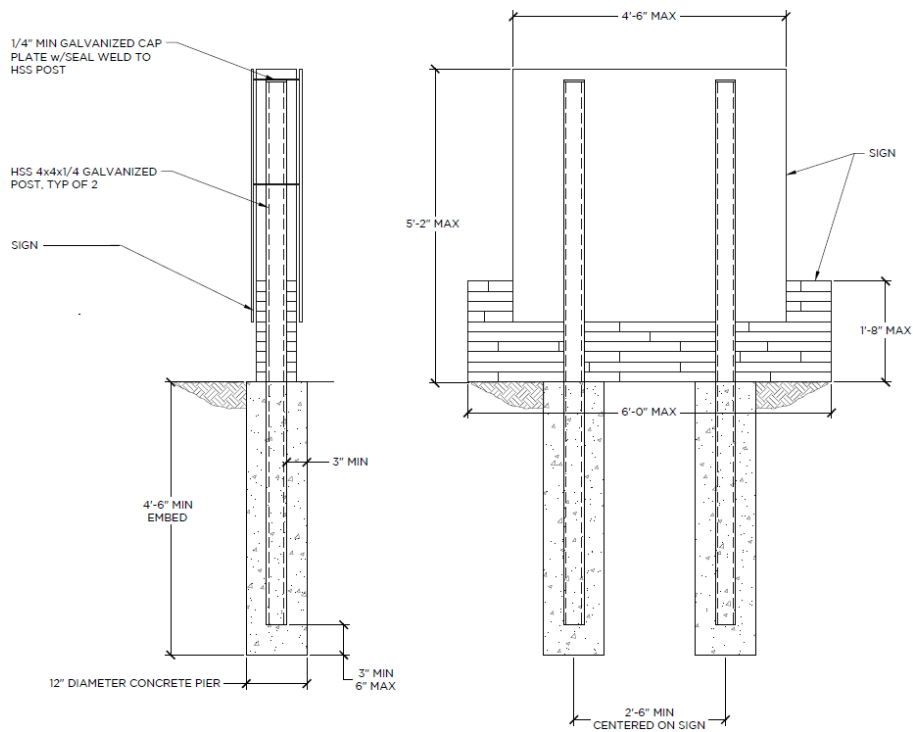
The following is a listing of the general code requirements based on the **2022** California Codes & Mountain View Municipal Code. This handout is intended to provide general information. If you have questions, please contact the Building Division at (650) 903-6313 or email us at building@mountainview.gov.

BASIC CODE REQUIREMENTS

1. Provide plans (floor view, elevation, and section) showing the following:
 - Type of sign.
 - Sign products and elements shall be approved, and UL listed to be in the exterior.
 - Show on the plans the location of the electrical meter.
2. Provide construction and/or structural details showing the following:
 - Size and weight of the proposed sign.
 - The type of wall where the proposed sign will be attached.
 - The anchorage type and number of anchors per letter/symbol.
 - Per the City of Mountain View, monument signs shall provide structural calculations. Monument signs are not exempt from building permits unless the sign is less than 4 feet in height measured from the bottom of the footing to the top of the sign and are not illuminated per CBC Section 105.2.
 - If the sign required structural calculations, plans and calculations shall be stamped and signed by a California license engineer/architect.
3. Plans shall show compliance with the California Electrical Code:
 - Show the conduit system between letters/symbol and transformer boxes.
 - Show on the plans the required disconnect switch per CEC 600.6.
 - Each commercial building and each commercial occupancy accessible to pedestrians shall be provided with at least one outlet in an accessible location at each entrance to each tenant space for sign or outline lighting system use. The outlet(s) shall be supplied by a branch circuit rated at least 20 amperes that supplies no other load per CEC 600.5(A).
 - Sign and outline lighting system shall be listed and labeled; marked with manufacturer's name, trademark, or other means of identification; and input voltage and current rating per CEC 600.4(A).
4. If illuminated sign proposed, provide the energy form "Sign Lighting" - certificate of compliance - (fill-in, signed and dated).
5. Access for installation in front of and behind the wall must be available at the time of inspection.



CHANNEL LETTER (SECTION DETAIL)



MONUMENT SIGN (CONSTRUCTION DETAIL)

OTHER RELATED HANDOUTS

- GFCI & AFCI requirements