

CITY OF MILPITAS

Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240

www.ci.milpitas.ca.gov



MONUMENT & EXTERIOR SIGN SUBMITTAL REQUIREMENTS

1. PERMIT INFORMATION:

- The installation of a monument sign requires a building permit. All applications must be reviewed by Building & Safety, Planning, Engineering and the Fire Department and the permit must be obtained in person at the Permit Center, Building & Safety Department, 455 E. Calaveras Blvd.
- A Permit may be issued only to a State of California Licensed Contractor with the proper license classification or the Homeowner.
- If the work is performed by the Building Owner personally or by his/her workers and an inspection indicates the work cannot be completed satisfactorily, then a licensed contractor must perform the work.
- If the Building Owner hires workers, State Law requires the Owner to obtain Worker's Compensation Insurance. Proof of this insurance is required prior to inspection.

2. PLAN REQUIREMENTS:

In order to expedite issuance of your permit, submit complete sets of plans, including all related disciplines. Incomplete submittals will cause delay in the approval of your project. If you have any questions, contact Building & Safety Department staff at City Hall or at the phone number above.

The following are guidelines for preparation and submittal of your plans. Specific plan requirements will depend largely upon the extent, nature and complexity of the work to be done. Some items listed below may not be required for your specific project. BE SURE TO INCLUDE ALL OF THE PERTINENT INFORMATION AND DRAWINGS.

I. PLAN REQUIREMENTS:

- Plan Size:** Prepare plans on paper that is at least 17 inches x 11 inches in size.
- Sets of Plans:** Submit five (5) complete sets of plans.
- Clarity:** All plans shall be prepared to be sufficiently readable and clear for creating a digitized record. Plans shall be quality blue or black ink line drawings with uniform light (white) background color. Pencil drawings are not acceptable, but copies of pencil drawings can be submitted provided copies are readable with good contrast.
- Dimensions:** All drawings shall be shall be fully dimensioned. Plot plans shall have a north arrow.
- Scale:** All drawings shall be drawn to an adequate scale with scale indicated. Recommended scales for drawings are:

Plot Plans:	1/8" = 1'-0", 1"=10' or 1"=20'
Sections and Details:	1/4" = 1'-0" or 1/2" = 1'-0"
Exterior Elevations:	1/4" = 1'-0" or 1/2" = 1'-0"

- ❑ **Existing (E) and New (N) Construction:** Throughout the plans, be sure to label all new (N) and existing (E) construction, components and fixtures to distinguish between new work to be done and the existing work.
- ❑ **Completeness:** Please remember, the more complete and accurate the drawings and submittal documents, the sooner your permits can be issued.
- ❑ **Signature:** The person who prepared the plans must sign each sheet. If any of the plan sheets are prepared by a licensed architect or registered engineer, that individual must stamp and “wet” sign at least two copies of each of the sheets he or she has prepared in accordance with the California Business and Professions Code prior to plan approval. Plans for elements of the structure designed by others must be reviewed and signed by the Engineer or Architect of record. [California Business and Professional Code 5536.1, 6735]

II. PROJECT INFORMATION - On the first sheet of the plans, provide the following information:

- ❑ **Name of Designer:** The printed name, address and telephone number of the person who prepared the plans.
- ❑ **Address and Owner:** List the street address of the property and the name of the legal owner of the property.
- ❑ **Scope of Work:** State the complete scope of work to be performed under this permit.
- ❑ **Building Codes:** All work must comply with the 2013 California Building Code (CBC), 2013 California Plumbing Code (CPC), 2013 California Mechanical Code (CMC), 2013 California Electrical Code (CEC), 2013 California Energy Code and 2014 Milpitas Municipal Code (MMC).

III. ARCHITECTURAL PLANS - The following are minimum architectural plan requirements for most projects:

- ❑ **Site (Plot) Plan:** Show the property lines and the location of all signs (new and existing), structures, location of easements and locations of adjacent streets or alleys. Show front, side and rear setback dimensions, dimensions to easements, dimensions between buildings if there is more than one building on the site, and dimensions to any relevant site features, i.e. fire hydrants, light posts, etc.
- ❑ **Elevations:** Show elevations or views of all sides of the sign. Show size, materials and colors to be used.
- ❑ **Cross Sections:** Provide at least one (1) detailed cross section when needed to fully explain the intended construction. Provide the important details of the relationship of foundation, posts and frame.
- ❑ **Details and Notes:** Include all construction details and provide all necessary notes to explain the planned construction.
 - Foundation footing details showing depth, diameter and any reinforcing steel required.
 - Framing details for the sign construction showing structural member sizes and connection details.
 - Material specifications for the foundation and framing members and the cover for the sign (if applicable).

IV. STRUCTURAL PLANS:

- ❑ **Plans:** Provide the structural details needed either on the architectural plans or on separate structural drawings. This includes footings, framing, details and notes including post-to-beam connections, framing details, shear transfer details, material notes and specifications.

- ❑ **Structural Calculations:** Structural calculations are required if the sign is over four (4) feet in height. Structural calculations shall justify adequacy of the monument sign's structural framing members and foundation for gravity and regional lateral wind and seismic loads as required by CBC Sections 1609 & 1613.
 - Aluminum pipes embedded in concrete shall be effectively coated to prevent aluminum-concrete reaction per ACI 318-08 sec. 6.3.2.
 - Protection shall be provided between aluminum and steel contact to prevent aluminum-steel reaction.
 - Timber structural members exposed to weather shall be naturally durable or preservative-treated wood per CBC sec. 2304.11.5.
 - Timber posts and columns supporting permanent structures that are embedded in concrete that is in direct contact with the earth shall be preservative-treated wood per CBC section 2304.11.4.1.
- ❑ Special Inspection shall be required for concrete strength greater than 2,500 psi per CBC Section 1704.4.

V. ELECTRICAL:

- ❑ Specify if the sign is to be illuminated. If illuminated, provide the location of the light fixture and disconnect means. (CEC Section 600.6).
- ❑ Direct-buried cables and conduits shall have a minimum 24" cover when installed under streets, driveways and parking lots and 18" in all other locations. (CEC Section 300.5).

VI. ENERGY REQUIREMENTS:

- ❑ Indoor and outdoor illuminated signs must comply with the following:
 - Signs must be automatically controlled so that they are turned off during daytime hours and during other times when they are not needed. The controls must be certified by the manufacturer to the Energy Commission and listed in the Energy Commission "Directory of Automatic Lighting Control Devices". These requirements include:
 - Automatic shutoff controls,
 - Dimming controls, and
 - Demand responsive controls for electronic message centers.
 - All outdoor signs shall be controlled with a photo control or outdoor astronomical time switch control except signs in tunnels and large covered areas that require illumination during daylight hours.
 - All outdoor signs must be controlled with a dimmer that provides the ability to automatically reduce sign power by a minimum of 65 percent during nighttime hours, except:
 - Signs that are illuminated for less than one hour per day during daylight hours.
 - Outdoor signs in tunnels and large covered areas that require illumination during daylight hours.
 - Metal halide, high pressure sodium, cold cathode, and neon lamps used to illuminate signs or parts of signs.
 - Electronic message centers (EMCs) with a new connected lighting greater than 15 kW must have a control capable of reducing the lighting power by at least 30 percent upon receiving demand response signal sent by the local utility.
 - Signs shall comply with either of the following energy requirements:
 - Watts Per Square Foot (for double-faced signs, only the area of one face is counted):
 - Internally illuminated sign – maximum 12 watts per square foot of sign area.
 - Externally illuminated sign – maximum 2.3 watts per square foot of sign area.

- Alternate Lighting Source requires that the sign be illuminated only with one or more of the following:
 1. High pressure sodium.
 2. Pulse start or ceramic metal halide lamps served by ballast that has a minimum efficiency of 88 percent.
 3. Pulse start metal halide lamps that are 320 watts or smaller, are not 250 W or 175 W lamps, and are served by a ballast that has a minimum efficiency of 80 percent.
 4. Neon or cold cathode lamps with transformer or power supply efficiency greater than or equal to the following
 - a. A minimum efficiency of 75 percent when the transformer or power supply rated output current is less than 50 mA, or
 - b. A minimum efficiency of 68 percent when the transformer or power supply rated output current is 50 mA or greater.
 5. Fluorescent lamps with a minimum color rendering index (CRI) of 80.
 6. Light emitting diodes (LEDs) with a power supply having an efficiency of 80 percent or greater.
 - a. Exception: Single voltage external power supplies that are designed to convert 120 volt AC input into lower voltage DC or AC output, and have a nameplate output power less than or equal to 250 watts, shall comply with the applicable requirements of the Appliance Efficiency Regulations (Title 20).
 7. Compact fluorescent lamps that do not contain a medium base socket.
 8. Electronic ballasts with a fundamental output frequency not less than 20 kHz.
- Exceptions to the above:
 1. Unfiltered incandescent lamps that are not part of an electronic message center (EMC), an internally illuminated sign, or an externally illuminated sign.
 2. Exit signs. Exit signs shall meet the requirements of the Appliance Efficiency Regulations.
 3. Traffic signs. Traffic signs shall meet the requirements of the Appliance Efficiency Regulations.
- All mandatory measures must be listed on the plans.

□ **ENERGY FORMS:**

- Required forms may be accessed through this link: <http://energydesignresources.com/resources/software-tools/t24-forms-ace.aspx>

VII. OTHER APPROVALS:

- **Engineering Department:** Prior to completion of any plans, the Engineering Department should be contacted at (408) 586-3329 to find out the requirements due to the location and any easements, and if the property is located in a special flood hazard area.
- **Planning Department:** Prior to completion of any plans, the Planning Department should be contacted at (408) 586-3279 to find out the requirements for the proposed location and type of the project.
- **Fire Department:** Prior to completion of any plans, the Fire Department should be contacted at (408) 586-3365 to find out the requirements due to the location of any hydrants and for fire apparatus access.
- **Home Owners Association:** If the property is regulated by a Home Owners Association, any exterior work must have written approval of the Association and the written approval must be submitted to the City at time of permit application.

3. INSPECTION PROCEDURES

- All footings must be inspected prior to placement of any concrete. A final inspection is always required. Additional inspections could be required depending on the project design. For each inspection, the Permit Card and the Approved Job Copy of the Drawings (if any) must be presented to the inspector. Permits expire 180 days after issuance or last inspection passed, whichever is the latest.

4. QUESTIONS:

- If you have any questions regarding your project contact the Building & Safety Department at (408) 586-3240.

NOTES:

- If one or more of the required items mentioned above are omitted from the submittal plans, the application may be considered as incomplete and not ready for checking or approving.
- Revisions:** Once the permit has been issued, any changes in the design must be approved by the City. Submittal documents shall be reviewed by the Architect or Engineer of record with a notation indicating that the changes have been reviewed and are in general conformance with the design of the building prior to being submitted to the City for approval.