



**COMMERCIAL EXTERIOR SIGNS CHECKLIST**

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required. Failure to include items below will delay the permitting process.

When ready to submit. Attach all documents listed below to an email. Send the email to [epermit@ci.salinas.ca.us](mailto:epermit@ci.salinas.ca.us). Each document should be in PDF format with a label matching those used below.

Documents	
GENERAL	Completed Sign Permit Application
	Master Sign Package: Covers all exterior Signs (Monuments, Window Signs, Poles Signs etc.). This is Typical at New Buildings and Major Renovations.
	Typical Sign Permit: Covers the Proposed Sign(s) to a Building. This is Typically at Existing Buildings.
	Plan Set - Signed and Dated (A Single PDF File Containing all Plan Sheets, 18"x24" Minimum)
	Structural Calculations – Signed and Dated (If Required)
	<a href="#">Construction and Demolition Waste Form</a>
PLAN REQUIREMENTS	Applicable Codes: <a href="#">2019 California Building and the Electrical, Mechanical, Plumbing, Energy, Fire, Green Building Codes</a> and <a href="#">City of Salinas Municipal Code</a>
	Preparer’s Name, Title, Address, Phone Number
	Project Name, Address, Assessor Parcel Number, Legal Property Owner’s Name, Address, Phone Number
	Scope of Work Identifying All Work Proposed Under This Permit
	Elevation Views of the Building Showing Location of Proposed Signs
	Electrical Information (i.e. Disconnect Switch, Transformer Location, Circuit and Panel ID)
	Sign Anchorage Sizes, Types and Locations
LIGHTING & CONTROLS	2019 <a href="#">Energy Certificate of Compliance Forms</a> Reproduced on Full Size Plan Sheets
	NRCC-LTS-01-E Forms must be Latest Form Release, Signed by Document Author
	External Light Sources (i.e. Goose Neck Lighting) NRCC-LTS-01-E form 4 of 5 Does Not Apply
	Internal Light Sources NRCC-LTS-01-E form 3 of 5 Does Not Apply
	Indoor Sign: Automatic Time-Switch Control or Astronomical time Switch Control
	Outdoor Sign: Lighting Controlled with a Photocontrol in Addition to and Automatic Time-Switch Control, or Astronomical Time Switch Control. Sign Lighting that is ON Day & Night Shall be Controlled by a Dimmer to Reduce Lighting by 65% During Nighttime Hours.

Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community.

**Division Contact Information:**

Planning	758-7206	<a href="mailto:currplanwebmail@ci.salinas.ca.us">currplanwebmail@ci.salinas.ca.us</a>
Engineering	758-7251	<a href="mailto:encroachment@ci.salinas.ca.us">encroachment@ci.salinas.ca.us</a>
Fire	758-7261	<a href="mailto:fireprevention@ci.salinas.ca.us">fireprevention@ci.salinas.ca.us</a>
Building	758-7251	<a href="mailto:epermit@ci.salinas.ca.us">epermit@ci.salinas.ca.us</a>