

# **SIGN INSTALLATION REQUIREMENTS IN CITY OF COMMERCE**

## **Obtain Planning Department Approval**

Submit Minimum (2) Sets of Plans to Planning Dept. along with Sign Permit or Temporary Sign Permit Application.

Planning Dept. has Special Requirements & Review Process for Signs (typically 1 week).

Plans must show:

1. **Site Plan**
2. Construction **details, Type** of Sign and whether it's illuminated, Non-illuminated or Back lighted
  - Monument Sign
  - Wall Sign
  - Pole Sign
3. Certain Signs will require **Calculations & Engineers wet signature** (will depend on size and type of sign)
4. **Plan size** must be a minimum of 11"x17"
5. **Scale on Plan** must be placed on drawing (Minimum 1/8"=1', Preferred ¼"=1')

## **Obtain Building Department Approval**

Submit (2) sets of planning approved plans to Building Dept.

Pay Planning, Plan check and Permit fees

**Note: All Electrical Signs must be listed by an approved Testing Agency.**