



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
 (831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

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. Each document should be in PDF format with a label matching those used below.

| Documents | |
|--------------------------------|--|
| GENERAL | Planning Review and Approval Stamp Has Been Obtained Prior to Building Submittal & Review |
| | 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. |
| | Completed Building Permit Application |
| | Plan Set - Signed and Dated (A Single PDF File Containing all Plan Sheets, 18"x24" Minimum) |
| | Structural Calculations – Signed and Dated (If Required) |
| | Construction & Demolition Waste Form |
| PLAN REQUIREMENTS | Applicable Codes: 2019 California Building Code, Electrical, Energy, Fire, Green Building Codes and City of Salinas Municipal Code |
| | 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 | Energy Certificate of Compliance Forms 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:

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| Planning | 758-7206 | currplanwebmail@ci.salinas.ca.us |
| Engineering | 758-7251 | encroachment@ci.salinas.ca.us |
| Fire | 758-7261 | fireprevention@ci.salinas.ca.us |
| Building | 758-7251 | epermit@ci.salinas.ca.us |