



SIGN PERMIT APPLICATION CHECKLIST

- Submit 3 copies of the sign plans to the Planning Division
- Upon Planning approval submit plans to Building Inspection with permit application
- Obtain an encroachment permit for work or equipment in the public right-of-way if required

Plans shall include the following:

- location of sign on the building and/or the property (reference property lines)
- height and width of sign
- location and size of all other signs on the property

Freestanding Signs

- foundation details
- over 6' tall require 2 sets of structural calculations (wet-stamped and signed)

Signs over walkways or parking areas, measure:

- distance from grade to the bottom of sign
- distance from grade to the top of sign

Wall Signs

- measure the full height and width of wall
- mounting details
- weight of sign

Lighted Signs

- U.L. Numbers (if available)
- dedicated circuit

SIGN INSPECTION PROCEDURE

1. To schedule a sign inspection:
 - Call the Automated Phone Permit Access (IVR) at 209-571-5881 before 4 p.m. the day before the sign installation is to be completed.
 - If special arrangements are needed to provide access for inspection, call Building Inspection (577-5232) between 7 and 7:30 a.m. the day of the sign installation and ask for the inspector that will be making your inspection.
2. Please have all plans and permits at the job site for the inspection.
3. Lighted Signs – The electrical circuit must be complete, and the sign must be operating for the inspection.
4. The owner and/or contractor must provide the inspector access to the sign for the inspection.
5. Sign installation must conform to the National Electrical Code, Modesto Municipal Code, UL Listings and Standards, and all other applicable codes.