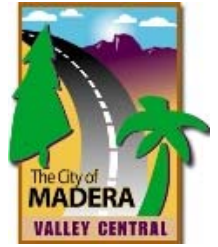


SIGN REVIEW APPLICATION

INSTRUCTIONS:

Sign permits are issued by the City's Community Development Department. To receive a sign permit, please submit a completed building permit application, three (3) sets of construction plans and specifications, the appropriate submittal fee, and this application form to the Madera Planning Department. Planning and Building Department staff will utilize this information to determine if the proposed signage meets the requirements of the City's Sign Regulations. Authorization of the property owner (or an authorized agent) must accompany the application. Incomplete or inaccurate permit application packages may delay the issuance of a sign permit.



IF YOU NEED HELP:

For additional information about the sign permit process and how to obtain an approved sign permit, please call (559) 661-5430 or visit the Planning Department at 205 West 4th Street in Madera. Planning Department staff are available at the Planning Department counter to explain the regulations and the sign permit process.

Applicant Name _____ Phone: _____

Applicant Address: _____

City: _____ State: _____ Zip Code: _____

Project Name (Business Name): _____

Project Address: _____

Contact Person: _____ Contact Phone: _____

Contact email: _____

Applicant Signature: _____ Date: _____

Please turn over this application and complete the information on the back of the application form.

OFFICE USE ONLY

APN(s): _____ Zone District: _____

Shopping Center (if applicable): _____ Master Sign Program: Y N

Valuation of Signage: \$ _____ Planning Fee: \$ _____

Application Date: _____ Approval Date: _____

Approved By: _____

On-Building Signs

Qty.	Type (i.e. canister, pan channel letter)	Dimension	Square Footage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Length of applicable lease frontage or building frontage: _____ ft. Building Square Footage: _____

End of building? Yes _____ No _____ Within 150 feet from property line? Yes _____ No _____

Lease Area or Building Square Footage: _____ Total On-Building Sign Area Proposed: _____

Remarks: _____

Include detailed drawings of each proposed on-building sign and its placement on the exterior elevation of the building.

Freestanding Signs

Qty.	Type (monument, pole, menu, etc.)	Height	Square Footage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Corner Parcel? Yes _____ No _____ Setback From Property Line: _____

Street Frontage Length: _____ Second Street Frontage (if applicable): _____

Illuminated? Internal _____ External _____ Total Freestanding Sign Area Proposed _____

Remarks: _____

Include detailed drawings of each freestanding sign proposed and its placement in the sight.

Total Valuation of Signage \$ _____

COMMERCIAL BUILDING PERMIT APPLICATION

(Pg. 1 of 2)



City of Madera

205 West 4th Street, Madera, CA 93637
(559) 661-5440 www.madera.gov

1. Job Site Information & Location

Address: _____

2. Is this permit to clear a Code Enforcement Violation?Yes: ☐No: ☐

If Yes, provide the following information:

Code Enforcement Case ID #: _____

Also, provide copies of the Code Enforcement Violation Letters:

3. Applicant Information (building permit correspondence)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Email: _____

4. Property Owner: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

5. Contractor Information (person/co performing the work)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Email: _____

CA Contractor's License #: _____

6. Business Name: _____

Business Owner: _____

Phone #: _____ Cell#: _____

Email: _____

7. Design Professional (Architect / Engineer)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Email: _____ License #: _____

8. Description of work:

OFFICE USE ONLY

Permit #:

Date Received:

TYPE OF PROJECT☐ New Construction☐ Demolition☐ Addition☐ F/V/W Damage Repair☐ Alteration Structural☐ Tenant Improvement☐ Alteration Non-Struct.☐ Other**TYPE OF USE**☐ Office☐ Retail☐ Manufacturing☐ Wholesale Food☐ Medical/Clinic☐ Lab☐ Service Station☐ Restaurant/Bar/Asmby☐ Multifamily☐ Storage☐ Shell Building☐ Other**REQUIRED DATA**

Indicate the value of the work to be performed under this permit (rounded to the nearest dollar) including all equipment, materials, labor, overhead and profit.

Valuation: \$ _____

Type of Construction:

Occupancy Group:

(If more than one Occupancy Group):

Existing Area, sq.ft:

New Area, sq.ft:

T.I. - Affected Area sq.ft:

of Buildings / # of Stories:

Sprinklers

YES ☐ NO ☐

Heating

YES ☐ NO ☐

Cooling

YES ☐ NO ☐

Hazardous Materials on site:

YES ☐ NO ☐

Any work in the Public-ROW:

YES ☐ NO ☐**NOTICE**

EXPIRATION OF APPLICATION: This application will expire if a permit is not obtained within 180 days after it has received an approval to proceed.

CERTIFICATION

I hereby certify that I have authority to make the forgoing application, the information contained herein is correct and that the construction will comply with all applicable codes and regulations adopted by the City of Madera

Signature of Applicant

(See Pg. 2 for more required information)

Provide ALL applicable information:

(Pg. 2 of 2)

NEW CONSTRUCTION		ELECTRICAL		MECHANICAL		PLUMBING	
Type of Project:		# of Receptacle Outlets:		HVAC Unit Size:		Sewer Lin. Ft.:	
Type of Use:		# of Lights:		Packaged HVAC:		Water Ser Lin. Ft.:	
Number of Stories:		Main Service Panel (Amps):		Split HVAC::		# of Fixtures:	
Total sq. ft.:		Subpanel (Amps):		New Duct Work Lin. Ft.:		# Gas Outlets:	
Type of Const.:		Rewire Sq. Ft.:		Ex. Hood & Duct:		Grease Interceptor:	
Type of Use:		Power Apparatus (HP):		Furnace:		Other Plumbing:	
Fire Sprinklers:		Other Electrical:		Coils or condensers:			
Occupancy Load:				Misc. Appliances:			
CONST. VALUATION \$:							
ADDITION		ELECT. PANEL CHANGE OUT		HVAC CHANGE-OUT		WATER HEATER CHANGE OUT	
Total New sq. ft.:		Existing Panel Rating (Amps):		Packaged HVAC:		Tankless:	
Type of Const.:		New Panel Rating (Amps):		Split HVAC:		Tank (Gallons):	
Type of Use:		Derated MSB (Amps):		Tons:		Heat Pump	
Occupancy Load:				BTUs:			
				SEER:			
VALUATION \$:		VALUATION \$:		VALUATION \$:		VALUATION \$:	
TENANT IMPROVEMENT		SIGNS		STORAGE RACK		GREASE HOODS	
TI sq. ft.:		Illuminated Sign:		Lin. Ft.:		Type I	
Type of Use:		Non-Illuminated Sign:		Ht.:		Type II	
Occupancy Load:		Monument Sign:		Type of Materials stored			
T.I. VALUATION \$:		VALUATION \$:		VALUATION \$:		VALUATION \$:	
PHOTOVOLTAIC		Existing MSB (Amps):		Derated MSB (Amps):		New Subpanels:	
Roof Mounted:		Number of Modules:		Existing MSP (Amps):		New Load Centers:	
Ground Mounted:		Wattage Each:		New MSP (MPU)(Amps):		Existing PV Syst.:	
Total KW:		New Battery (ESS) Capacity:		New GMA or Meter Adapters:			
VALUATION \$:		New Battery (ESS) Valuation:		New MSP or MPU Valuation:		Is Exist. PV Syst. RSD Compliant?	
FENCE (Masonry, Wood, WI)		Engr'd or City Detail?		Gate at Driveway Y / N?		Retaining Y / N?	
Fence Type, Material:		Number of Pilasters:		Gate motorized Y / N?		Diff in grade elevs.	
Fence Lin. Ft.:		Height of Pilasters:		Electrical permit is needed			
Fence Height:		Width of Pilasters:		Letter from Neighbor Y / N?			
VALUATION \$:		Is there a Gate Yes / No?					
RE-ROOF		Tear Off / Overlay:		DEMOLITION (Scope Description:)			
Roof Slope:		Only 1 Exist. Layer:					
Roofing Material:		ICC ESR #:					
Sq. Ft. of Roof Area:		Provide a copy of the ESR					
VALUATION \$:		Provide "Re-Roof" Packets				VALUATION \$:	



SIGN SUBMITTAL CHECKLIST

Unsigned stamps from the Architect and/or Engineer will be allowed for the **Initial Plan Submittal**. Beginning with the **Resubmittals**, all design professional stamps must be signed. Licensed professional stamps can be wet signatures or digital stamps produced through Annotations or Drawing Markup tools

BUILDING DIVISION

Please take a moment to compare your plan sets with this checklist. This form is to assist building permit applicants in determining the adequacy of their submittal package. As complete plan submittals allow the City to maintain an expedited plan check process, **No deferred submittals will be allowed**. Incomplete submittals cannot be accepted and will be returned to the applicant without the benefit of a full plan check. Check the items that are included.

- ☐ **ELECTRONIC (PDF) PLANS:** All permit applications, plans and supplementary documents shall be in PDF format.
- ☐ **Completed Building Permit Application.** Include Owner information. (including proof of ownership if owned for 1 year or less).
- ☐ **AGENT AUTHORIZATION LETTER:** If the applicant is not the property owner, a letter of authorization from the owner designating the applicant to act as agent on their behalf for the purposes of the building permit. The letter shall be signed by the property owner or the business owner as applicable. Provide a copy of the property owner's photo ID and a copy of the applicant's photo ID
- ☐ **Complete Contractor Information on the permit application.**
- ☐ **OWNER APPROVAL LETTER:** This letter must be from the owner of the building and not from the commercial tenant / business owner.
- ☐ **PHOTOGRAPHS OF EXISTING SIGNS:** Provide Photograph(s) showing all existing signage on the building and/or parcel (if applicable)
- ☐ **STAMPED APPROVED PLANS FROM THE PLANNING DIVISION:** Sign permits need a separate Planning Division permit and approval. Please apply for a Planning Division sign permit prior to applying with the Building Department. Planning's approval shall be obtained prior to Building receiving a sign permit application.
- ☐ **PROJECT DATA:** Property address, owner information, scope of work (how many signs to be installed, how many are illuminated or non-illuminated, etc.), Applicable Codes (California Building Code, California Existing Building Code, California Electrical Code, California Energy Code, City of Madera Municipal Code).
- ☐ **COMPLETE SITE PLAN:** To scale and dimensioned, Lot dimensions, scale of drawing, Buildings with dimensions, setbacks to property lines, any easements, visible utilities, streets, driveways and site entrances, Existing and proposed signs, Indicate signage dimensions and if the signage is interior or exterior. Show any existing signs to be removed. Show location of freestanding sign(s) on-site and on adjacent sites (if proposing new freestanding sign). Include a North Arrow and the lot orientation.
- ☐ **EXTERIOR ELEVATIONS:** For exterior signage, provide building elevations. Exterior building elevations showing location and views of all proposed signs, including their dimensions, size, design, colors, construction materials, etc. Elevations of any freestanding signs
- ☐ **ELECTRICAL PLAN:** If installing illuminated signs:
 - Clearly show and label all existing and new sources of electrical power. Show the location of the disconnects (CEC 600.6).
 - Clearly indicate if any existing wiring will be altered and fixtures to be installed.
 - Show the conduit system between the letters/symbols and transformer boxes
 - If new wiring and controls are required, add note: "ELECTRICAL PERMIT REQUIRED FOR ELECTRICAL WORK".
 - Provide Listing Information as appropriate. Indicating manufacturer's name and UL E-number, input voltage and current rating per CEC 600.4(A). Add the following note: "ALL ELECTRICAL SIGNS TO HAVE UL STICKERS, INDICATING THAT THEY ARE LISTED AND CERTIFIED (CEC 600.3)".
- ☐ **ENERGY CALCULATIONS:** If installing illuminated signs, submit the "Sign Lighting Certificate of Compliance" form (NRCC-LTS-E: Lighting – Sign) required per the California Energy Code. To obtain the correct forms, visit EnergyCodeAce.com for more information.
- ☐ **STRUCTURAL CALCS (if applicable):** Provide engineered design for any signage that weighs more than 20 lbs., new monument signs, and new billboard-type signage. The drawings and calculations shall be stamped by a CA-licensed Civil Engineer, Structural Engineer, or Architect. When engineered design is required, the supporting structure and the sign anchorage shall be designed for the governing lateral wind/seismic loads. Provide details and specifications for minimum required sign anchorage and/or attachment methods to footings, buildings, walls, etc., including individual letter attachment methods
- ☐ **DEMO CERTIFICATE** If removing any existing signs - from the San Joaquin Valley Air Pollution Control District.

TO BE FILLED OUT BY THE APPLICANT

I have reviewed this checklist and I understand that an incomplete submittal may result in delays in the plan check process

PRINT OR TYPE NAME: _____

SIGNATURE: _____ DATE: _____