

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.