

# CITY OF MILPITAS

Office of Building Safety  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
408-586-3240  
[www.milpitas.gov](http://www.milpitas.gov)



# MONUMENT & EXTERIOR SIGN SUBMITTAL REQUIREMENTS

## 1. PERMIT INFORMATION:

- ☐ The installation of a monument sign requires a building permit. All applications must be reviewed by Building Safety, Planning, Engineering and the Fire Department and the permit must be obtained in person at the Permit Center, Office of Building Safety, 455 E. Calaveras Blvd.
- ☐ A Building Permit may be issued only to the Building Owner or their Authorized Agent [CBC 105.1].
  - See also [Authorized Agent Sample Letter](#).
  - Where the Contractor is acting as the Owner's Authorized Agent, they must be a State of California Licensed Contractor with the proper license classification.
- ☐ If the work is performed by the Building Owner personally or by his/her workers and an inspection indicates the work cannot be completed satisfactorily, then a licensed contractor must perform the work.
- ☐ If the Building Owner hires workers, State Law requires the Owner to obtain Worker's Compensation Insurance. Proof of this insurance is required prior to inspection.

## 2. PLAN REQUIREMENTS:

**To expedite issuance of your permit, submit complete sets of plans, including all related disciplines. Incomplete submittals will delay the approval of your project. If you have any questions, contact Office of Building Safety staff at City Hall or at the phone number above.**

**The following are guidelines for preparation and submittal of your plans. Specific plan requirements will depend largely upon the extent, nature, and complexity of the work to be done. Some items listed below may not be required for your specific project. BE SURE TO INCLUDE ALL PERTINENT INFORMATION AND DRAWINGS.**

- ☐ **Plan Size:** Prepare plans to be at least ledger (17x11 in) in size.
- ☐ **Sets of Plans:** Submit one (1) complete set of plans.
- ☐ **Clarity:** All plans shall be prepared to be sufficiently readable and clear for creating a digitized record. Plans shall be quality drawings of blue or black lines on a uniform light (white) background color. Pencil drawings are not acceptable, but copies of pencil drawings can be submitted provided copies are readable with good contrast.
- ☐ **Dimensions:** All drawings shall be fully dimensioned. Plot plans shall have a north arrow.
- ☐ **Scale:** All drawings shall be drawn to an adequate scale with scale indicated. Recommended scales for drawings are:
  - Plot Plans: 1/8" = 1'-0", 1"=10' or 1"=20'
  - Sections and Details: 1/4" = 1'-0" or 1/2" = 1'-0"
  - Exterior Elevations: 1/4" = 1'-0" or 1/2" = 1'-0"
- ☐ **Existing (E) and New (N) Construction:** Throughout the plans, be sure to label all new (N) and existing (E) construction, components and fixtures to distinguish between new work to be done and the existing work.
- ☐ **Completeness:** Please remember, the more complete and accurate the drawings and submittal documents, the sooner your permits can be issued.

- ☐ **Signature:** The person who prepared the plans must sign each sheet. If any of the plan sheets are prepared by a licensed architect or registered engineer, that individual must stamp and “wet” sign at least two copies of each of the sheets he or she has prepared in accordance with the California Business and Professions Code prior to plan approval. Plans for elements of the structure designed by others must be reviewed and signed by the Engineer or Architect of record. [California Business and Professional Code 5536.1, 6735]

**I. PROJECT INFORMATION** - On the first sheet of the plans, provide the following information:

- ☐ **Name of Designer:** The printed name, address and telephone number of the person who prepared the plans.
- ☐ **Address and Owner:** List the street address of the property and the name of the legal owner of the property.
- ☐ **Scope of Work:** State the complete scope of work to be performed under this permit.
- ☐ **Building Codes:** All work must comply with the 2022 California Building Code (CBC), 2022 California Plumbing Code (CPC), 2022 California Mechanical Code (CMC), 2022 California Electrical Code (CEC), 2022 California Energy Code (CEnC), and 2023 Milpitas Municipal Code (MMC).

**II. ARCHITECTURAL PLANS** - The following are minimum architectural plan requirements for most projects:

- ☐ **Site (Plot) Plan:** Show the property lines and the location of all signs (new and existing), structures, location of easements and locations of adjacent streets or alleys. Show front, side and rear setback dimensions, dimensions to easements, dimensions between buildings if there is more than one building on the site, and dimensions to any relevant site features, i.e., fire hydrants, light posts, etc.
- ☐ **Elevations:** Show elevations or views of all sides of the sign. Show size, materials, and colors to be used.
- ☐ **Cross Sections:** Provide at least one (1) detailed cross section when needed to fully explain the intended construction. Provide the important details of the relationship of foundation, posts, and frame.
- ☐ **Details and Notes:** Include all construction details and provide all necessary notes to explain the planned construction.
  - Foundation footing details showing depth, diameter and any reinforcing steel required.
  - Framing details for the sign construction showing structural member sizes and connection details.
  - Material specifications for the foundation and framing members and the cover for the sign (if applicable).

**III. STRUCTURAL PLANS:**

- ☐ **Plans:** Provide the structural details needed either on the architectural plans or on separate structural drawings. This includes footings, framing, details and notes including post-to-beam connections, framing details, shear transfer details, material notes and specifications.
- ☐ **Structural Calculations:** Structural calculations are required if the sign is over four (4) feet in height. Structural calculations shall justify adequacy of the monument sign’s structural framing members and foundation for gravity and regional lateral wind and seismic loads [CBC 1609, 1613].
  - Aluminum embedments in concrete shall be effectively coated to prevent aluminum-concrete reaction [ACI 318-19 20.6.3].
  - Timber structural members exposed to weather shall be naturally durable or preservative-treated wood [CBC 2304.12.2.3].
- ☐ Timber posts and columns that are supporting permanent structures and embedded in concrete that is exposed to weather or in direct contact with the earth shall be preservative-treated wood [CBC 2304.12.2.6.1].
- ☐ Special Inspection shall be required for concrete except as allowed by CBC 1705.3.

#### **IV. ELECTRICAL:**

- ☐ Specify if the sign is to be illuminated. If illuminated, provide the location of the light fixture and disconnecting means. [CEC 600.6].
- ☐ Direct-buried cables and conduits shall have a minimum cover of 24" except where less cover is allowed by CEC Section 300.5.

#### **V. ENERGY REQUIREMENTS:**

- ☐ Outdoor illuminated signs must meet the following requirements as applicable.
  - Sign lighting must be controlled by both a photocontrol and an automatic time-switch control, or by an astronomical time-switch control [CEnC 130.3(a)2.A]. Either type of time-switch control must meet the additional requirements of CEnC 110.9.b.1.
    - Exception: Outdoor signs in tunnels or in large permanently covered outdoor areas that are intended to be continuously lit 24 hours per day and 365 days per year.
  - Any outdoor sign lighting that is on at night and for at least one hour during the day must be controlled with a dimmer that automatically reduces sign lighting power by a minimum of 65 percent during nighttime hours [CEnC 130.3(a)2.B]. Dimmers must meet the additional requirements of CEnC 110.9(b)3.
    - Exception: Outdoor signs in tunnels and large covered areas that are intended to be illuminated both day and night.
  - Electronic message centers (EMCs) with a new connected lighting greater than 15 kW must have a control capable of reducing the lighting power by at least 30 percent upon receiving demand response signal sent by the local utility [CEnC 110.12(e)].
  - Signs shall comply with either of the following energy efficiency requirements [CEnC 140.8]:
    - Have a maximum lighting power less than the following:
      - Internally illuminated signs – 12 watts per square foot of sign area.
        - Note: For double-faced signs, only measure one side.
      - Externally illuminated signs – 2.3 watts per square foot of sign area.
    - Alternate Lighting Source requires that the sign be illuminated only with one or more of the following:
      1. High pressure sodium lamps.
      2. Pulse start or ceramic metal halide lamps served by ballast that has a minimum efficiency of 88 percent.
      3. Pulse start metal halide lamps that are 320 watts or smaller, are not 250 W or 175 W lamps, and are served by a ballast that has a minimum efficiency of 80 percent.
      4. Neon or cold cathode lamps with transformer or power supply efficiency greater than or equal to the following:
        - a. A minimum efficiency of 75 percent when the transformer or power supply rated output current is less than 50 mA, or
        - b. A minimum efficiency of 68 percent when the transformer or power supply rated output current is 50 mA or greater.
      5. Fluorescent lamps with a minimum color rendering index (CRI) of 80 or which use only electronic ballasts with a fundamental output frequency not less than 20 kHz.
      6. Light emitting diodes (LEDs) with a power supply having an efficiency of 80 percent or greater.
        - a. Exception: Single voltage external power supplies that are designed to convert 120-volt AC input into lower voltage DC or AC output and have a nameplate output power less than or equal to 250 watts, shall comply with the applicable requirements of the Appliance Efficiency Regulations (Title 20).
      7. Compact fluorescent lamps that do not contain a medium base socket.
    - Exceptions to the above:
      1. Unfiltered incandescent lamps that are not part of an electronic message center (EMC), an internally illuminated sign, or an externally illuminated sign.

2. Exit signs. Exit signs shall meet the requirements of the Appliance Efficiency Regulations.
  3. Traffic signs. Traffic signs shall meet the requirements of the Appliance Efficiency Regulations.
- All mandatory measures must be listed on the plans.

☐ **Energy Forms:**

- Required forms may be found through the California Energy Commission's [Online Resource Center](#).

**VII. OTHER APPROVALS:**

- ☐ **Engineering Department:** Prior to completion of any plans, the Engineering Department should be contacted at (408) 586-3329 to find out the requirements due to the location and any easements, and if the property is located in a special flood hazard area.
- ☐ **Planning Department:** Prior to completion of any plans, the Planning Department should be contacted at (408) 586-3279 to find out the requirements for the proposed location and type of the project.
- ☐ **Fire Department:** Prior to completion of any plans, the Fire Department should be contacted at (408) 586-3365 to find out the requirements due to the location of any hydrants and for fire apparatus access.
- ☐ **Homeowners Association:** If the property is regulated by a Homeowners Association, any exterior work must have the written approval of the Association and the written approval must be submitted to the City at the time of permit application.

**3. INSPECTION PROCEDURES**

- ☐ Typically, up to three inspections may be required though additional inspections may be necessary depending on the project design.
  - **Foundation Inspection.** All footings must be inspected prior to placement of any concrete.
  - **Rough and/or Underground Electrical.** Illuminated signs require inspection of any electrical work that will not be accessible for inspection at the time of final inspection. An underground electrical inspection may also be required if it was necessary to run new conduit to power the signs. Where either of these inspections are required, they should be called after the associated electrical materials have been installed, prior to covering.
  - **Final Inspection.** A final inspection is required after all work has been completed.

**4. QUESTIONS:**

- ☐ If you have any questions regarding your project, contact the Office of Building Safety at (408) 586-3240.

**NOTES:**

- ☐ If one or more of the required items mentioned above are omitted from the submittal plans, the application may be considered as incomplete and not ready for checking or approval.
- ☐ **Revisions:** Once the permit has been issued, any changes in the design must be approved by the City. Submittal documents shall be reviewed by the Architect or Engineer of record with a notation indicating that the changes have been reviewed and are in general conformance with the design of the building prior to being submitted to the City for approval.