City of San Leandro
Division of Building and Safety
835 East 14th Street
San Leandro, CA 94577
PH (510) 577-3405 FAX (510) 577-3419

Signs
New & Altered
Effective 1/1/2011

PLAN SUBMITTAL GUIDELINES

RECOMMENDED DOCUMENT SUBMITTALS

Drawings (blueprints) - 3 sets; minimum size 11" x 17"

- ☐ **cover sheet information –**
  address of project; name, address & phone number of project owner; name, address, phone number, title & registration information of project design professional(s); description of project.
- ☐ **wet stamp & original signature of appropriate design professionals on all drawings.**
- ☐ **plot plan (indicate scale) -**
  lot dimensions; (indicate scale), plan view of all existing and proposed buildings on the property; dimensions of buildings, building setbacks and yards, location of all proposed and existing signs (identify location of signs); north arrow; location of easements and visible utilities on site; identification of streets and right-of-ways adjacent to the site, location of all driveways and site entrances.
- ☐ **architectural plans (drawn to scale) -**
  exterior building elevations showing the location of all signs; elevation views of all freestanding signs; detailed drawings (or replications) of all signs which identify size, design, colors, and construction materials, etc.
- ☐ **electrical plans** -
  complete electrical plans which identify the source of electrical power for the sign(s) and which identify all new and/or altered wiring and fixtures to be installed; provide listing information as appropriate.

Calculations - 2 sets

- ☐ **structural calculations** – (**when appropriate)**
- ☐ **sign area calculations for all existing and proposed signs (in square feet)**

Other Documents – 2sets

- ☐ **sign abatement letter (filled out and signed by the building owner or tenant)**
- ☐ **owner/landlord or property manager approval/acknowledgement**

Applicable Construction Codes:
In accordance with State of California law the City of San Leandro has adopted, with local amendments, the following state-amended model codes as of January 1, 2011.

- 2010 San Leandro Building Code based on the International Building Code (2009 IBC), the International Residential Code (2009 IRC), and the International Existing Building Code (2009 IEBC)
  - Includes provisions for: 1) masonry chimneys to be designed to resist horizontal forces and to be inspected by an approved third-party inspector; and 2) structural repair and reconstruction of buildings damaged in declared natural disasters.
- 2010 San Leandro Electrical Code based on the California Electrical Code (2008 NEC)
- 2010 San Leandro Energy Code based on the 2010 California Energy Code
- 2010 San Leandro Fire Code based on the California Fire Code (2009 IFC)
  - 1. Sprinklers Systems 2. Alarm Systems 3. Baled Storage

[NOTE: This list may not reflect all design document submittals which are needed for a specific project review. Permit applicants should contact appropriate City departments to determine if additional documentation is required.]