



City of San Leandro
Division of Building & Safety Services
835 East 14th Street San Leandro, CA 94577
Main Line:(510) 577-3405 **Kiosk:** (510) 577-3423
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Sign Submittal Requirements

2021

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 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.
- Anchorage and attachments** -
Provide details and specifications for minimum required sign anchorage and/or attachment methods to footings, buildings, walls, etc., including individual letter attachment methods.
- 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.
- All Non-Residential projects must comply with Construction Waste Management:**
Recycle and/or salvage for reuse a minimum of 65 percent of nonhazardous construction and demolition waste in accordance with 2019 California Green Building Code's **Non-Residential Sections 5.408.1.1, 5.408.1.2 or 5.408.1.3**. Visit our Forms, Fees & Facts page at www.sanleandro.org/depts/cd/bldg/bldgfff for the Construction & Demolition Waste Diversion Package.

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**
- Certificates of Energy Compliance** – per 2019 California Energy Code for illuminated signs. To obtain the correct forms, visit EnergyCodeAce.com.

Applicable Construction Codes:

The City of San Leandro has adopted the following codes, with local amendments, as of January 1, 2020.

- 2019 California Building Code
- 2019 California Residential Code
- 2019 California Electrical Code
- 2019 California Mechanical Code
- 2019 California Plumbing Code
- 2019 California Energy Code
- 2019 California Fire Code
- 2019 California Green Building Code
- 2019 California Referenced Standards Code

[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.]