



City of Victorville

Department of Development

Planning ♦ Building ♦ Code Enforcement ♦ Business License ♦ Animal Control

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SIGN APPLICATION

The alteration to any existing sign structures or installation of any new signs requires completion of this form and issuance of a building permit prior to commencing said alterations or installations.

NOTICE TO APPLICANT

- The applicant/contractor is required to furnish digital plans delineating the following information:
 - A Plot Plan, to include all structures, required setbacks, public road right-of-ways, location of all existing and/or proposed signs, and the encroachment of any signs in the required setback area.
 - Elevation drawings of all proposed and/or existing signs, to include all dimensions, and "copy" to be shown on sign and computation of sign area (square footage). (SEE NEXT PAGE FOR SAMPLE DRAWING)
- Sign permit applications received for existing businesses are subject to an on-site field inspection to verify existing signage prior to approval of any new sign permit applications.
- The applicant/contractor proposing illuminated signage shall complete the attached NRCC-LTS-01-E Form.

Name of Business _____

Address _____ Phone _____

Contractor _____

Address _____ Phone _____

Assessors Parcel Number _____ Zone District _____

Primary Leased Building Frontage in Feet _____

Located within a Multi-Tenant Center with an approved Master Sign Program Yes No

		Type	Number	Dimensions	Area (Sq. Ft.)	Signature
Existing Signage*	Wall					
	Pole					
	Monument					
	Roof					
	Other					

*Any discrepancy between the actual existing signage and the information provided above can be construed as fraud. Further, any sign permit approved based upon inaccurate information shall be null and void.

		Type	Number	Dimensions	Area (Sq. Ft.)	Valuation
Proposed Signage	1					
	2					
	3					
	4					
	5					

ALLOWABLE SIGN AREA _____ NUMBER OF SIGNS _____

TOTAL EXISTING SIGN AREA _____ NUMBER OF SIGNS _____

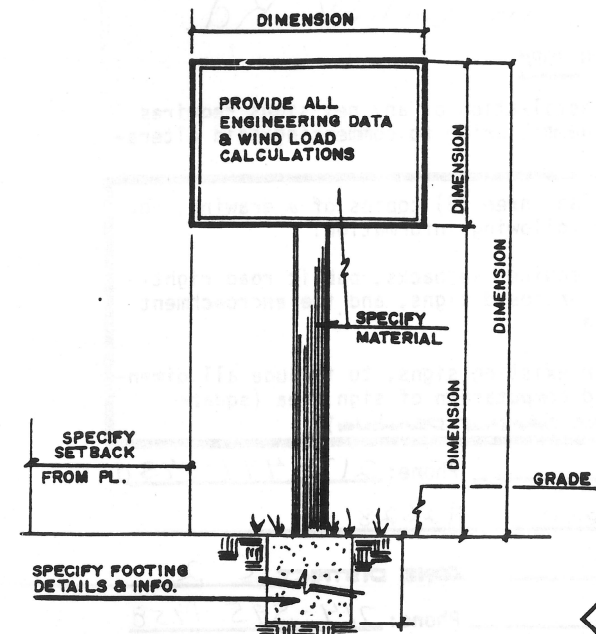
PROPOSED SIGN AREA _____ NUMBER OF SIGNS _____

TOTAL SIGN AREA _____ **TOTAL NUMBER OF SIGNS** _____

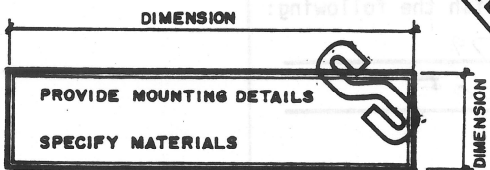
The foregoing statements and the information submitted herein, are in all aspects true and correct to the best of my knowledge and belief. Any incorrect or incomplete information may cause a delay in processing.

REQUIRED _____ (Applicant/Contractor Printed Name and Signature) _____ Date

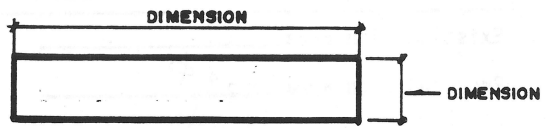
REQUIRED _____ (Owner/Manager of Business Printed Name and Signature) _____ Date



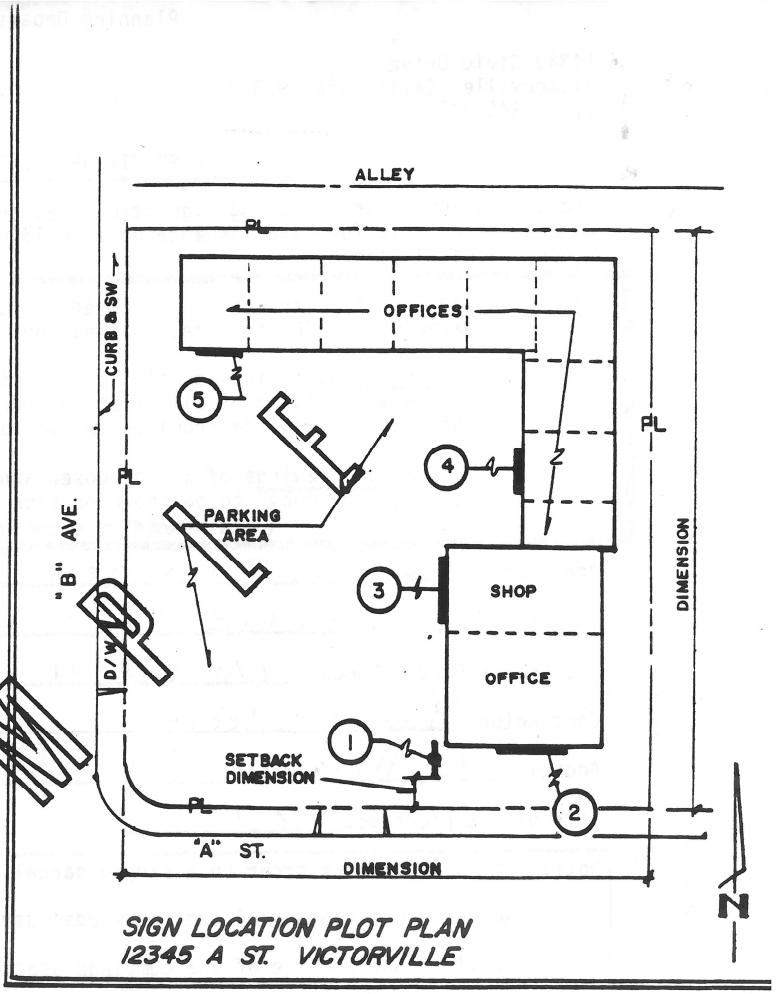
1 PROPOSED FREESTANDING SIGN
 DOUBLE FACE, INTERNAL ILLUMINATION
 24'-0" HT. , 96 SQ.FT.



2 3 PROPOSED WALL SIGNS
 2 AT 49 SQ.FT. EACH (98 SQ.FT.)
 SINGLE FACE, NON-ELECTRIC



4 5 EXISTING CANOPY SIGNS
 2 AT 6 SQ.FT. EACH (12 SQ.FT.)



SIGN LOCATION PLOT PLAN
 12345 A ST. VICTORVILLE

NOTE:

ALL SIGN PERMIT APPLICATIONS SHALL HAVE 3 COPIES OF A DRAWING DELINEATING ALL EXISTING AND/OR PROPOSED SIGNS TO INCLUDE THE FOLLOWING INFORMATION:

1. ALL DIMENSIONS AND SQUARE FOOTAGE FIGURES FOR EACH SIGN.
2. FOOTING DETAILS AND WIND LOAD ENGINEERING CALCULATIONS FOR FREESTANDING SIGNS.
3. MOUNTING DETAILS FOR ALL FACIA, WALL, CANOPY, ROOF, ETC. MOUNTED SIGNS.
4. PLOT PLAN OF THE SUBJECT PROPERTY WITH DIMENSIONS, SETBACKS, SIGN LOCATIONS, BUILDING LOCATION, DRIVES, CURBS, SIDE WALKS AND STREET INFORMATION.

IF SIGNS ARE FOR A MULTI TENANT BUILDING, GIVE THE FRONTAGE DIMENSION OF EACH USE AND THE TOTAL DIMENSION OF THE FRONTAGE OF ALL USES.

FAILURE TO PROVIDE THE MINIMUM REQUIRED INFORMATION COULD CAUSE UNNECESSARY DELAYS IN PROCESSING YOUR PERMIT APPLICATION.



CERTIFICATE OF INSTALLATION

This Certificate of Installation documents the installation of sign lighting features, materials, components, and manufactured devices required to demonstrate compliance with Title 24, Part 6 per §10-103(a)3 for nonresidential, hotel/motel and high-rise residential occupancies.

Project Name:	Enforcement Agency:
Dwelling Address:	Permit Number:
City and Zip Code:	Permit Application Date:

A. GENERAL INFORMATION

01	Project Location (city):		05	Authority Having Jurisdiction:	
02	Zip Code:		06	Building Permit #:	
03	Date of Permit Set used for construction:		07	Date of As-built Set:	
04	Name of Permit Set used for construction:		08	Name of As-built Set:	

B. INSTALLER SCOPE

This table indicates construction systems and materials documented on this Certificate of Installation.

01		02					
Luminaires		Controls					
<input type="checkbox"/>	Sign Lighting Luminaires	<input type="checkbox"/>	Shut-Off	<input type="checkbox"/>	Dimming	<input type="checkbox"/>	Demand Response



C. COMPLIANCE RESULTS

This table indicates whether the as-built conditions documented in this form are equal or better than what was documented on the permitted Certificate of Compliance. If the installation is not equal or better, Section 10-103(a)2B requires the Certificate of Compliance to be revised accordingly to demonstrate compliance.

01	INSTALLED FEATURES EXACTLY MATCH DESIGN ON PERMITTED CERTIFICATE OF COMPLIANCE
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Documented as-built conditions should be verified by inspector from Authority Having Jurisdiction to comply.

The Certificate of Compliance should be revised to confirm as-built conditions comply and this Certificate of Installation updated accordingly.

D. EXCEPTIONAL CONDITIONS

This table is auto-filled with uneditable comments because of field conditions noted by the installer that may impact requirements documented on the Certificate of Compliance.

E. INSTALLER NOTES

This table includes remarks made by the installer to the Authority Having Jurisdiction.



F. INSTALLATION DETAILS

The following tables indicate performance requirements as documented on the permitted Certificate of Compliance for all systems and components included in Table B. Installer Scope. Also indicated are the as-built conditions documented by the installer/ documentation author.

Sign Lighting Compliance

01	02	03	04	05	06	07	08
Name or Sign Tag	Sign Description	Watts Per Luminaire	Total Number of Luminaires	Total Watts	Compliant Light Sources	ENERGY VERIFIED Label ¹	Sign Compliance
Per C of C							
As-built Conditions							

¹ FOOTNOTE: ENERGY VERIFIED labels must be a permanent, pre-printed, factory installed, ENERGY VERIFIED label confirming that the sign complies with the Section 140.8 of the California 2019 Title 24, Part 6 Standards.



Sign Lighting Controls

01	02	03	04	05	06
Name or Sign Tag	Sign Description	Mandatory Controls			Controls Compliance
		Shut-Off	Dimming	Demand Response	
Per C of C					
As-built Conditions					



DOCUMENTATION AUTHOR'S DECLARATION STATEMENT

1. I certify that this Certificate of Installation documentation is accurate and complete.

Documentation Author Name:	Documentation Author Signature:
Documentation Author Company Name:	Date Signed:
Address:	CEA/HERS Certification Identification (If applicable):
City/State/Zip:	Phone:

RESPONSIBLE PERSON'S DECLARATION STATEMENT

2. I certify the following under penalty of perjury, under the laws of the State of California:

1. The information provided on this Certificate of Installation is true and correct.
2. I am eligible under Division 3 of the Business and Professions Code in the applicable classification to accept responsibility for the system design, construction, or installation of features, materials, components, or manufactured devices for the scope of work identified on this Certificate of Installation and attest to the declarations in this statement (responsible builder/installer), otherwise I am an authorized representative of the responsible builder/installer.
3. The constructed or installed features, materials, components or manufactured devices (the installation) identified on this Certificate of Installation conforms to all applicable codes and regulations, and the installation conforms to the requirements given on the plans and specifications approved by the enforcement agency.
4. I reviewed a copy of the Certificate of Compliance approved by the enforcement agency that identifies the specific requirements for the scope of construction or installation identified on this Certificate of Installation, and I have ensured that the requirements that apply to the construction or installation have been met.
5. I understand that a completed signed copy of this Certificate of Installation shall be posted, or made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections, and I will take the necessary steps to accomplish this requirement.
6. I understand that a completed signed copy of this Certificate of Installation is required to be included with the documentation the builder provides to the building owner at occupancy, and I will take the necessary steps to accomplish this requirement.

Responsible Builder/Installer Name:	Responsible Builder/Installer Signature:	
Company Name: (Installing Subcontractor or General Contractor or Builder/Owner)	Position With Company (Title):	
Address:	CSLB License:	
City/State/Zip:	Phone:	Date Signed:

For assistance or questions regarding the Energy Standards, contact the Energy Hotline at: 1-800-772-3300

CERTIFICATE OF INSTALLATION – USER INSTRUCTIONS	NRCI-LTS-E
Sign Lighting	(Page 1 of 2)

A. General Information

1. This field is filled out automatically with data from the NRCC.
2. This field is filled out automatically with data from the NRCC.
3. Enter the Date of Permit Set used for construction.
4. Enter the Name of Permit Set used for construction.
5. Enter the Authority Having Jurisdiction.
6. Enter the Building Permit #.
7. Enter the Date of As-Built Set.
8. Enter the Name of As-Built Set.

B. Project Scope

1. Select all applicable construction systems and materials documented for luminaires.
2. Select all applicable construction systems and materials documented for controls.

C. Compliance Results

1. This table is automatically filled with uneditable comments based on data entered in Section F.

D. Exceptional Conditions

1. This table is automatically filled with uneditable comments because of selections made or data entered in tables throughout the form.

E. Additional Remarks

1. Enter any notes or comments for the AHJ.

F. Installation Details

Sign Lighting Compliance

1. This field is filled out automatically.
2. This field is filled out automatically.
3. Enter the Watts Per Luminaire.
4. Enter the Total Number of Luminaires.
5. This field is filled out automatically.

CERTIFICATE OF INSTALLATION – USER INSTRUCTIONS	NRCI-LTS-E
Sign Lighting	(Page 2 of 2)

6. Compliant Light Sources: Select from dropdown.
7. ENERGY VERIFIED Label: Select from dropdown.
8. This field is filled out automatically.

Sign Lighting Controls

1. This field is filled out automatically.
2. This field is filled out automatically.
3. Mandatory Controls Shut-Off: Select from dropdown.
4. Mandatory Controls Dimming: Select from dropdown.
5. Mandatory Controls Demand Response: Select from dropdown.
6. This field is filled out automatically.

Documentation Declaration Statements

1. The person who prepared the NRCI will sign and complete the fields for their name, company (if applicable), address, phone number, certification information (if applicable), date and signature.
2. The person who is assuming responsibility for the project being built to comply with Title 24, Part 6, will complete the fields for their name, company (if applicable), address, phone number, license number (if applicable), date and signature.