



## BUILDING AND SAFETY DEPARTMENT

Phone: (310) 605-5509/Fax Line: (310) 605-5598

[www.comptoncity.org](http://www.comptoncity.org)

### **Submittal Checklist for Signs Permits**

#### **Design Criteria:**

- Seismic Zone D or provide analysis and calculations from California Registered Engineer
- Basic velocity 110 mph 3 second gust wind speed Exposure C or Provide wind speed calculations from Licensed Engineer
- 2022 editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), 2019 Energy Standards (Title 24), and Health and Safety.
- Climate Zone 8

#### **Drawing Criteria:**

- Drawing sizes shall be a minimum of 11" x 17" to a maximum of 24" x 36" inches and all pages shall be the same size. Plans must be clear and legible; non-legible plans will not be accepted. Scale shall be 1/4" inch per foot for structural and architectural; 1" inch= 20 feet for site plans.
- Plans must be wet-signed by the preparer on each page. Architects/ Engineers must affix their seal and wet-sign (cover sheet of supporting documents to be wet-signed.)

Assessor's Parcel Number: \_\_\_\_\_ Permit/Plan Check Number: \_\_\_\_\_  
 Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Project address: \_\_\_\_\_  
 Address: \_\_\_\_\_ project Name: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Architect/ Engineer: \_\_\_\_\_  
 Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_ Architect/ Engineer phone: \_\_\_\_\_

#### **Plans Prepared By:**

- California Registered Architect
- California Registered Residential Designer
- Owner
- Licensed General Contractor
- Structural plans included – Stamped and Signed  
By a California Registered Engineer/ Architect

#### **FOR OFFICE USE ONLY**

- Permit application completed and Signed
- Owner Builder Form
- Planning Department Approval
- Compton Business License

#### **Construction plans: 1 Set**

1 Set of legible plans

Cover sheet

Site plan, location and dimension of existing and proposed sign.

Key plan for location of sign on structure or within the property.

Sign plan stamped and approved by the Planning Department

Relevant electrical, if illuminated

Foundation plan if ground mounted

- Free standing (Pole, ground mount)
- Attached to a structure
- Height and elevation plan
- Illuminated
- Non-illuminated
- Manufacturers' installation specifications,  
if applicable

This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other City departments and/or public agencies may have to review the plans before permits can be issued. I understand that an incomplete plan check submittal may result in delays in my plan check. I have also been informed that these are submittal fees for the review of my application and additional fees will be applicable at issuance of my permit

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date: