



**City of Walnut Creek**  
**Development Review Services**  
1666 N. Main Street, Walnut Creek, CA 94596  
(925) 943-5834 phone (925) 256-3500 fax

*Issued October 27, 2011*

*Information Bulletin No. IB-010*

### ***Submittal Requirements for Signs***

The Building Division reviews sign applications and plans to ensure safety and compliance with the relevant codes. Because signs are almost always associated with commercial work (signs are not permitted at residential properties), and because signs must be evaluated and designed for wind and seismic loads, most sign plans are required to be prepared and signed by a licensed design professional. Monument signs under six feet do not require the stamp of a design professional, but must include footing details and the signature of the contractor's license holder for work installed by that contractor.

#### **Planning Division Approval**

Obtain approval from city Planning Division prior to submission to the Building Division. Design Review is required for most exterior signs associated with commercial buildings. Design Review is required by the municipal code and is required to be completed prior to submitting an application for building permit. Contact the Planning Division for Design Review information at 925-256-3558.

#### **Current Engineering Division Approval**

The Current Engineering Division needs to review to ensure work is not performed affecting the public way. An encroachment permit may be required.

#### **Special Inspections**

Special inspection is required for signs which involve epoxy anchors, expansion anchors, welding, or other types of work in accordance with Chapter 17 of the California Building Code. Where special inspection is required, the Special Inspection and Observation Program (available at <http://www.walnut-creek.org/civica/filebank/blobdload.asp?BlobID=3384>) must be completed with all signatures prior to permit issuance.

Preparation of plans by a licensed design professional is especially important when the proposed sign is

- Over an entrance, public right of way, path of travel or driveway
- Is of significant weight or size. Generally, *significant* is defined as 20 pounds or more and/or 10 sq ft. Each application is evaluated on a case-by-case basis.

#### **Required Drawings & Documents**

The plans should provide the following:

- 1) Each plan sheet that shows code-conformance items for the installation must be signed by an appropriately licensed person in accordance with the California Business and Professions Code section 5536. Instruments of service must be signed by a California licensed architect or engineer. A licensed contractor who will perform the installation may sign drawings he or she has prepared.
- 2) The currently applicable codes on the top sheet of plans. Refer to the City of Walnut Creek's Building Division website for the current codes.
- 3) Plot plan/location plan showing placement of the sign on building or on the site. The following must be included on the plan to scale: building footprint, property lines, sidewalks, curb lines of street, north arrow reference, horizontal dimensions from sign to property lines and faces of curbs.
- 4) Dimensioned elevation views of the sign.
- 5) Overall sections (For building mounted projecting signs, provide a complete section detail through the building, sidewalk and street curb, and showing the entire projection of the sign). The lowest part of signs over a public sidewalk or right-of-way must be at least 8 feet above grade. *Exceptions will be granted for signs that do not present a safety hazard on a case-by-case basis. Discuss this with staff from Planning and Engineering Divisions. For example, signs that are supported using flexible cable and that do not contain sharp elements may be installed to a level of no less than 7'-6". Signs containing gas or electric supply will be required to be installed to a minimum height of 8 feet.*
- 6) Weight of the sign components.
- 7) Details showing the specific means of attachment for each sign element to the supporting structure or to sign foundation.
  - a. Show the composition (member sizes, material) of the supporting structure.



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- b. Provide complete details of all connections: show specific fastener types, sizes, lengths, and attachment locations consistent with the supporting structure.
  - c. Provide material specifications for concrete, epoxy type and embedment depth for anchor bolts, bolt material, etc.
  - d. Include frame and foundation for monument signs and frame system for building-supported signs.
  - e. Provide supporting engineering calculations for anchorage or support when required. The sign and connections to structure shall be designed for combined dead, wind and seismic loads in accordance with Chapter 16 of the California Building Code. Design calculations, details and plans shall be prepared, signed and stamped by a California registered engineer or licensed architect.
  - f. Signs not required to be engineered may have plans prepared and signed by the California licensed installing contractor.
  - g. For individual letters mounted directly to the building or existing support frame and for monument signs 6 feet or less above grade only the attachment details for the letters is required.
  - h. If an existing sign is to be replaced with a larger sign using the same support system (frame and/or foundation), then the existing support system must be evaluated for the increased loads. Incorporate strengthening of existing elements into the structural drawings.
  - i. Specify fasteners into solid framing or blocking, not just into building siding (unless the element is very lightweight).
- 8) Details of the electrical installation:
- a. lighting power requirements
  - b. branch circuit sizing
  - c. location of serving panelboard
  - d. marking: manufacturer's name, input voltage, current rating CEC 600.4
  - e. dedicated branch circuit at least 20 amperes CEC 600.5
  - f. note the rating maximums for incandescent and fluorescent / neon CEC 600.5
  - g. disconnect required by CEC 600.6 within sight or lockable
  - h. grounding and bonding requirements CEC 600.7
  - i. ballast, transformer or power supply in soffit or attic CEC 600.21
- 9) Specify the features of energy conservation for an illuminated sign.
- a. Energy Code Section 130.3 Sign Lighting Controls (Section
  - b. Energy Code section 140.8 Requirements for Signs. Use lighting zone 3 for allowed lighting power computations.

*Submittal of an NRCC-LTS-01-E Sign Lighting Certificate of Compliance will satisfy these requirements.*

**Building Inspection Requirement**

Call for inspection after permit is obtained. Provide a means of access to the building inspector to see the sign mounting and the electrical components. An in-progress inspection is encouraged to allow the inspector to see the code-conformance elements while the sign is being installed.

**Planning Inspection Requirement**

Final inspection by Planning may be required and will be determined by the project planner.

<b>CERTIFICATE OF COMPLIANCE – DATA FIELD DEFINITIONS AND CALCULATIONS</b>		<b>NRCC-LTS-01-E</b>
<b>Sign Lighting</b>		(Page 1 of 4)
Project Name:	Date Prepared:	
Project Address:		
Location of Sign	<input type="checkbox"/> Outdoor Signs	<input type="checkbox"/> Indoor Signs
Phase of Sign Construction	<input type="checkbox"/> New Signs	<input type="checkbox"/> Sign Alterations
Type of Lighting Control	<input type="checkbox"/> New Lighting Controls	<input type="checkbox"/> Replaced Lighting Controls <input type="checkbox"/> Not Installing Lighting Controls
This Certificate of Compliance includes the following components (check all that apply)		
<input type="checkbox"/> Mandatory Measures (Lighting Controls) <input type="checkbox"/> Maximum Allowed Lighting Power <input type="checkbox"/> Specific Lighting Sources		

<b>DOCUMENTATION AUTHOR'S DECLARATION STATEMENT</b>	
1. I certify that this Certificate of Compliance documentation is accurate and complete.	
Documentation Author Name:	Documentation Author Signature:
Company:	Signature Date:
Address:	CEA/ HERS Certification Identification (if applicable):
City/State/Zip:	Phone:

<b>RESPONSIBLE PERSON'S DECLARATION STATEMENT</b>	
I certify the following under penalty of perjury, under the laws of the State of California:	
<ol style="list-style-type: none"> <li>1. The information provided on this Certificate of Compliance is true and correct.</li> <li>2. I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this Certificate of Compliance (responsible designer).</li> <li>3. The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations.</li> <li>4. The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.</li> <li>5. I will ensure that a completed signed copy of this Certificate of Compliance shall be made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections. I understand that a completed signed copy of this Certificate of Compliance is required to be included with the documentation the builder provides to the building owner at occupancy.</li> </ol>	
Responsible Designer Name:	Responsible Designer Signature:
Company :	Date Signed:
Address:	License:
City/State/Zip:	Phone:



CERTIFICATE OF COMPLIANCE – DATA FIELD DEFINITIONS AND CALCULATIONS		NRCC-LTS-01-E
Sign Lighting		(Page 2 of 4)
Project Name:	Date Prepared:	

**3. Mandatory Sign Lighting Controls**

**NOTES:**

1. The same responsible person may install both the sign lighting power and the sign lighting controls, or a different responsible person may install the sign lighting controls than the responsible person installing the sign lighting power.
2. The Mandatory Measures (sign lighting controls) are required for compliance with the sign lighting Standards. If the person responsible for installing the sign lighting power is not also responsible for the sign lighting controls, then the owner of the sign, general contractor, or architect shall be responsible to have the sign lighting controls installed.
3. If more than one person has responsibility for compliance, each responsible person shall prepare and sign a Certificate of Compliance and an Installation Certificate applicable to the portion of construction for which they are responsible; alternatively, the person with chief responsibility for construction shall prepare and sign the Certificate of Compliance Declaration Statement for the entire construction.

**3a. Statements of Responsibility:** Any person signing the Certificate of Compliance Declaration Statement on page 1 of 4 on this SLTG-1C shall complete Part 3a. Check Yes or No for all of the following statements:

1	I have responsibility for installing the sign lighting controls <input type="checkbox"/> Yes, complete parts 3a and 3b of this form <input type="checkbox"/> No, complete part 3a of this form
2	There are no existing sign lighting controls and I will be installing compliant sign lighting controls <input type="checkbox"/> Yes <input type="checkbox"/> No
3	There are no existing sign lighting controls and someone else will be responsible to install compliant sign lighting controls <input type="checkbox"/> Yes <input type="checkbox"/> No
4	There are existing sign lighting controls that do not comply with the applicable provision of §110.9 and §130.3 and I will be installing compliant sign lighting controls <input type="checkbox"/> Yes <input type="checkbox"/> No
5	There are existing sign lighting controls that do not comply with the applicable provision of §110.9 and §130.3 and someone else will be responsible to install compliant sign lighting controls <input type="checkbox"/> Yes <input type="checkbox"/> No

**3b. Mandatory Sign Lighting Controls**

If the person signing the Certificate of Compliance Declaration Statement on page 1 of 4 of this SLTG-1C is responsible for complying with the sign lighting control requirements, that person shall answer all of the following questions:

If there are construction documents, indicate where on the building plans the mandatory measures (sign lighting control) note block can be located:

1	§130.3(a)1. All <b>indoor sign lighting</b> is controlled with an automatic time-switch control or astronomical time-switch control.	Y <input type="checkbox"/>	N <input type="checkbox"/>	NA <input type="checkbox"/>
2	§130.3(a)2A. All <b>outdoor sign lighting</b> is controlled with a photocontrol in addition to an automatic time-switch control, or an astronomical time-switch control.	Y <input type="checkbox"/>	N <input type="checkbox"/>	NA <input type="checkbox"/>
	<b>EXCEPTION to Section 130.3(a)2A:</b> Outdoor signs in tunnels, and signs in large permanently covered outdoor areas that are intended to be continuously lit, 24 hours per day and 365 days per year.	Y <input type="checkbox"/>		NA <input type="checkbox"/>
3	§130.3(a)2B. All <b>outdoor sign lighting</b> that is ON both day and night is controlled with a dimmer that provides the ability to automatically reduce sign lighting power by a minimum of 65 percent during nighttime hours. Signs that are illuminated at night and for more than 1 hour during daylight hours shall be considered ON both day and night.	Y <input type="checkbox"/>	N <input type="checkbox"/>	NA <input type="checkbox"/>
	<b>EXCEPTION to Section 130.3(a)2B:</b> Outdoor signs in tunnels and large covered areas that are intended to be illuminated both day and night.	Y <input type="checkbox"/>		NA <input type="checkbox"/>
4	§130.3(a)3. <b>Demand Responsive Electronic Message Center Control.</b> An Electronic Message Center (EMC) having a new connected lighting power load greater than 15 kW has a control installed that is capable of reducing the lighting power by a minimum of 30 percent when receiving a demand response signal.	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
	<b>EXCEPTION to Section 130.3(a)3:</b> Lighting for EMCs that is not permitted by a health or life safety statute, ordinance, or regulation to be reduced by 30 percent.	Y <input type="checkbox"/>		NA <input type="checkbox"/>

Field Inspector Notes:

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<b>CERTIFICATE OF COMPLIANCE – DATA FIELD DEFINITIONS AND CALCULATIONS</b>	<b>NRCC-LTS-01-E</b>
<b>Sign Lighting</b> <span style="float: right;">(Page 3 of 4)</span>	
Project Name:	Date Prepared:

**4. Maximum Allowed Lighting Power Method of Compliance**  
**Certificate of Compliance and Field Inspection Energy Checklist**  
 Complete this part if there are signs using the maximum allowed lighting power method of compliance. (Complete part 5 of this Certificate of Compliance if there are signs using the Specific lighting sources method of compliance)

A	B	C	D	E	F	G	H	I	J
Symbol Or Code	Description of the Sign	OPTIONAL – Energy Verified Label (see instructions below)	Allotted Watts			Design Watts	Complies Y/N	Filed Inspector Check that sign complies	
			Sign Area (ft <sup>2</sup> )	Internally (I) or Externally (E) Illuminated	Allowed LPD (I – 12 W/ft <sup>2</sup> ) (E = 2.3 W/ft <sup>2</sup> )	Allowed Watts (D x F)	Total installed watts for sign	Complies if H ≤ G	
		✓							✓
		☐							☐
		☐							☐
		☐							☐
		☐							☐
		☐							☐
		☐							☐
		☐							☐
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		☐							☐
		☐							☐
		☐							☐
		☐							☐
		☐							☐

- A** Symbol or code used on the plans (when plans are required) and other documents.
- B** A description of the sign, or location of sign on the building; and the location of sign on construction documents.
- C** OPTIONAL - Check this box only if this sign has a permanent, pre-printed, factory-installed, ENERGY VERIFIED label, confirming that the sign complies with the Section 140.8 of the California 2013 Title 24, Part 6 Standards, using the Maximum Allowed Lighting Power method of compliance. The only labels that will be recognized for this purpose are ENERGY VERIFIED Certification Marks authorized by Underwriters Laboratories (UL) or other Product Certification Body accredited to ISO/IEC Guide 65 by the American National Standards Institute in accordance with ISO/IEC 17011. Surveillance by the Accredited Certification Body shall be an ongoing annual inspection program carried out by a Type A Inspection body in accordance with ISO/IEC 17020. For signs with such an ENERGY VERIFIED label, columns 'D' through 'I' are not required to be filled out. Note: Using an ENERGY VERIFIED label is an optional method to validate compliance. An ENERGY VERIFIED label is not needed for compliance.
- D** The sign area in square feet.
- E** List "I" if the sign is internally illuminated. List "E" if the sign is externally illuminated.
- F** Allowed watts per square foot. Enter 12 if the sign is listed as "I" in column E. Enter 2.3 if sign is listed as "E" in column E.
- G** Multiply the square footage in column D times the allowed Lighting Power Density (LPD = watts) in column F.
- H** Show the total installed watts in the sign, as determined according to the applicable provisions of §130(c).
- I** Enter Y if the number in column H is less than or equal to the number in column G. Otherwise, the sign does not comply.
- J** This page doubles as a field inspection checklist.

Field Inspector Notes:




CERTIFICATE OF COMPLIANCE – DATA FIELD DEFINITIONS AND CALCULATIONS NRCC-LTS-01-E

Sign Lighting (Page 4 of 4)

Project Name: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

**5. Specific Lighting Source Method of Compliance**  
**Certificate of Compliance and Field Inspection Energy Checklist**

Complete this part if there are signs using the Specific lighting source method of compliance. (Complete part 4 of this Certificate of Compliance if there are signs using the maximum allowed lighting power method of compliance)

A	B	C	D	E
Symbol or Code	Description	<b>OPTIONAL</b> ENERGY VERIFIED label (see instructions below)	Specific light source used for compliance Shall include only lighting technologies listed below List all that apply	Field Inspector Check that Sign Complies ✓
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>

**A** Symbol or code used on the plans (when plans are required) and other documents.

**B** A narrative description of the sign, or location of sign on the building; and the location of sign on construction documents

**C** **OPTIONAL** - Check this box only if this sign has a permanent, pre-printed, factory-installed ENERGY VERIFIED label, confirming that this sign complies with the Section 140.8 of the California 2013 Title 24, Part 6 Standards, using the Specific Lighting Source Method of Compliance. The only labels that will be recognized for this purpose are ENERGY VERIFIED Certification Marks authorized by Underwriters Laboratories (UL) or other Product Certification Body accredited to ISO/IEC Guide 65 by the American National Standards Institute in accordance with ISO/IEC 17011. Surveillance by the Accredited Certification Body shall be an ongoing annual inspection program carried out by a Type A Inspection body in accordance with ISO/IEC 17020. For signs with such an ENERGY VERIFIED label, column 'D' is not required to be filled out. Note: Using an ENERGY VERIFIED label is an optional method to validate compliance. An ENERGY VERIFIED label is not needed for compliance.

**D** Specific Light Source Compliance Method. The sign(s) identified above use only the following lighting technologies:  
 List all applicable numbers (1 through 10) that apply in column D above for each row.

- |   |                                                                                                                                                                                                                                                                                                                                                |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | High pressure sodium lamps                                                                                                                                                                                                                                                                                                                     |
| 2 | Metal halide lamps that are pulse start or ceramic served by a ballast that has a minimum efficiency of 88 percent or greater. Ballast efficiency is the measured output wattage to the lamp divided by the measured operating input wattage when tested according to ANSI C82.6-2005.                                                         |
| 3 | Metal halide lamps that are pulse start that are 320 watts or smaller, are not 250 watt or 175 watt lamps, and are served by a ballast that has a minimum efficiency of 80 percent.<br>Ballast efficiency is the measured output wattage to the lamp divided by the measured operating input wattage when tested according to ANSI C82.6-2005. |
| 4 | Neon or cold cathode lamps with transformer or power supply efficiency greater than or equal to a minimum efficiency of 75 percent when the transformer or power supply rated output current is less than 50 mA. The ratio of the output wattage to the input wattage is at 100 percent tubing load.                                           |
| 5 | Neon or cold cathode lamps with transformer or power supply efficiency greater than or equal to a minimum efficiency of 68 percent when the transformer or power supply rated output current is 50 mA or greater. The ratio of the output wattage to the input wattage is at 100 percent tubing load.                                          |
| 6 | Fluorescent lighting systems meeting one of the following requirements: A. Use only lamps with a minimum color rendering index (CRI) of 80; or B. Use only electronic ballasts with a fundamental output frequency not less than 20 kHz.                                                                                                       |
| 7 | Light emitting diodes (LEDs) with a power supply having an efficiency of 80 percent or greater;                                                                                                                                                                                                                                                |
| 8 | 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).                                                 |
| 9 | Compact fluorescent lamps that do not contain a medium screw base sockets (E24/E26).                                                                                                                                                                                                                                                           |

**E** This page doubles as a field inspection checklist.

Field Inspector Notes:  
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