

## **CONSTRUCTION PLAN SUBMITTAL REQUIREMENTS FOR SIGN PERMITS**

THE FOLLOWING DOCUMENTS MUST BE PROVIDED FOR SIGN PERMITS. ALL PLANS MUST BE COMPLETE, LEGIBLE, AND TO SCALE. DUE TO THE WIDE ARRAY OF BUILDING TYPES AND PROJECT COMPLEXITIES, ADDITIONAL INFORMATION NOT INDICATED IN THIS GUIDE MAY BE REQUIRED AT THE TIME OF PLAN REVIEW.

**Note:** Electronic documents are required as PDF attachments. Incomplete submittals will be rejected. All submittals will be reviewed in the order in which they are received.

All plans, specifications, calculations, etc. are to be stamped by their respective design professional(s) (Colorado Licensed Architect and Colorado Registered Engineers).

### **I. SUBMITTAL DOCUMENTS**

1. Complete Permit Application Online - [www.citizenserve.com/firestoneco](http://www.citizenserve.com/firestoneco)
  - All General and Electrical Contractors shall be listed on the Permit Application
  - The total project valuation must be provided in addition to the total electrical valuation. Note: Detailed bids may be required if the valuations are deemed by the Building Official to be inaccurate for the proposed scope of work.
2. Site Plan showing the location of the sign(s)
3. Letter of Approval from owner/landlord
4. All submittal documents shall list the Town of Firestone as the local municipality

### **II. ARCHITECTURAL**

1. Show and provide measurements for any existing signage
2. To-scale dimensioned site plan identifying the locations of all new signs.
3. Building elevations show the proposed locations of all building-mounted signs.
4. Shop drawings from the sign company showing the types, sizes, and profiles of all proposed signs (monument signs, building-mounted signs, etc.)

### **III. ELECTRICAL**

1. Electrical site plan (applicable if electrical equipment is added, moved, or removed on the exterior of the building)
  - Identify proposed feeder sizes and lengths, proposed OCP device rating(s), and proposed demand load served by the new equipment.

IV. **STRUCTURAL** **\*\*Engineering is required for all monument signs and connections of building-mounted signs\*\***

A. Structural design criteria – ALL INFORMATION REQUIRED BY 2018 IBC 1603 MUST BE PROVIDED

1. Wind speed and exposure
2. Ground snow load
3. Risk category
4. Seismic design category, site class, etc.
5. Soil-bearing data (applicable for monument signs)
6. Etc.

B. Foundations (for monument signs)

1. Plan view(s) and section details
2. Cast-in-place components if applicable (hold-downs, etc.)
3. Dimensions of footings, foundation walls, grade beams, piers, etc.
4. Overall foundation dimensions.
5. Depth of footings below grade.
6. Reinforcing steel size and locations
7. Anchor bolt size and locations (if applicable)
8. Material specifications (concrete, steel, etc.)
9. Etc.

C. Framing

1. Plan view(s) and section details
2. Type, size, and quantity of fasteners for all building-mounted signs
3. Framing details for monument signs
4. Connection requirements for all structural components.
5. Material specifications (concrete, wood, steel, etc.)
6. Etc.