



City of Victorville

Department of Development

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

14343 Civic Drive
PO Box 5001
Victorville, CA 92393-5001
(760) 955-5135
Fax (760) 269-0070
planning@ci.victorville.ca.us

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-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** _____

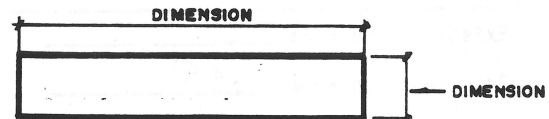
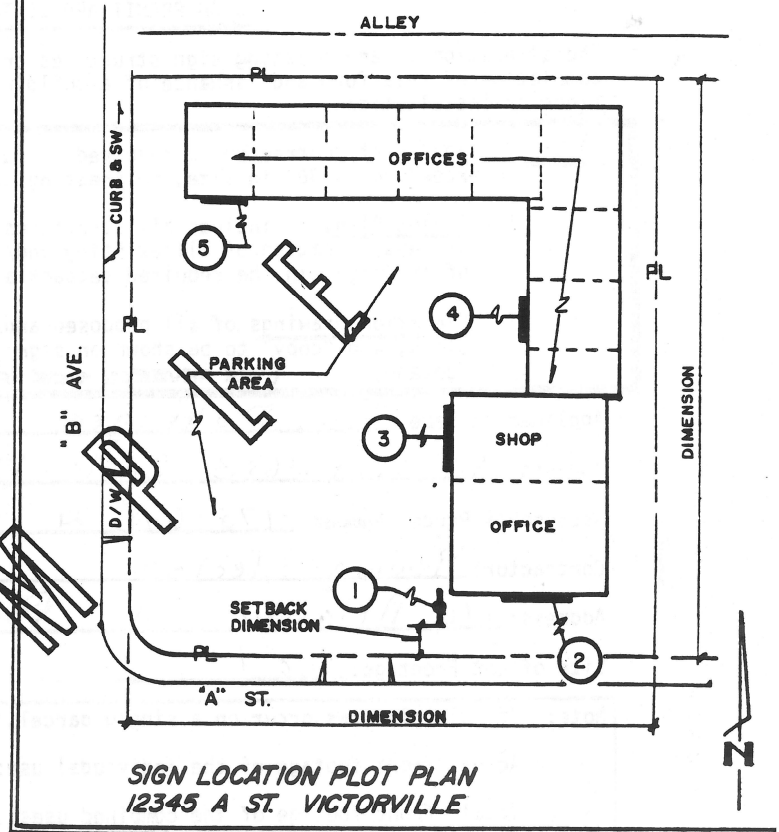
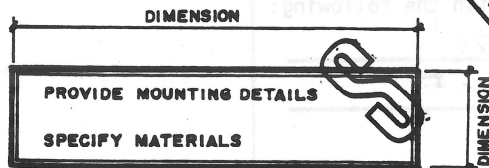
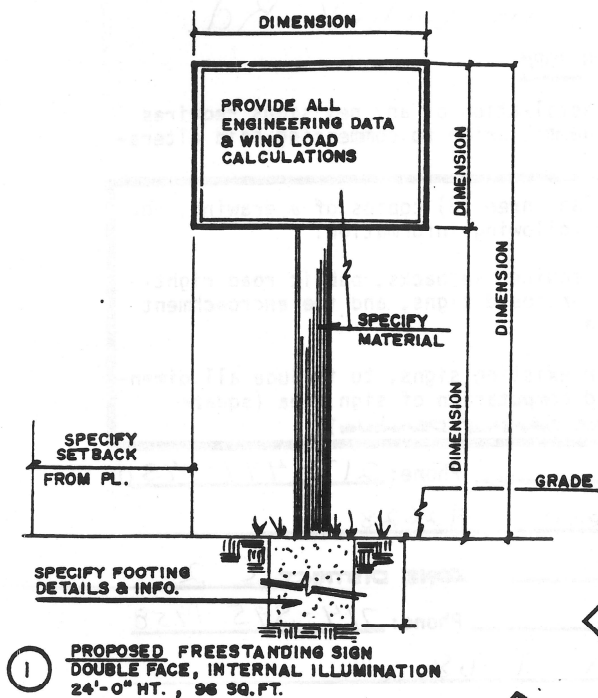
The foregoing statements and the information submitted herein, are in all aspects true and correct to the best of my knowledge and belief. Any incorrect or incomplete information may cause a delay in processing.

REQUIRED

(Applicant/Contractor Printed Name and Signature) Date

REQUIRED

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



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 UNECESSARY DELAYS IN PROCESSING YOUR PERMIT APPLICATION.

**CERTIFICATE OF COMPLIANCE**

This document is used to demonstrate compliance with requirements in §110.9, §110.12, §130.0/§160.5, §130.3/§160.5(d), §140.8/§170.2(e), and §141.0(b)2M/§180.2(b)4Bvi for sign lighting scopes using the prescriptive path. Exit signs and traffic signs are not required to comply with prescriptive requirements per exceptions to §140.8/§170.2(e) and do not need to complete this compliance document.

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

A. GENERAL INFORMATION

01	Project Location (city)	
02	Climate Zone	
03	Occupancy Types within Project:	☐ Healthcare Facility ☐ Low-Rise Residential Multifamily/ MF Mixed-use < 4 stories (includes dormitory, senior living)

B. PROJECT SCOPE

This table includes illuminated signs that are within the scope of the permit application and are demonstrating compliance using the prescriptive path outlined in §140.8/§170.2(e) or §141.0(b)2M/§180.2(b)4Bvi for alterations. Exit signs and traffic signs are not required to comply with prescriptive requirements per exceptions to §140.8/§170.2(e) and do not need to complete this compliance document.

01	02	03	04	05
Name or Item Tag	Complete Sign Description	Sign Status ¹	Sign Type	Compliance Method

¹ FOOTNOTE: Sign alterations that increase the connected lighting load, replace and rewire more than 50% of the ballasts, or relocate the sign to a different location must comply with §140.8/§170.2(e). See §141.0(b)2M/§180.2(b)4Bvi for more details

**C. COMPLIANCE RESULTS**

Results in this table are automatically calculated from data input and calculations in Tables B through H.

Note: If any cell on this table says "COMPLIES with Exceptional Conditions" refer to Table D. Exceptional Conditions for guidance or see the applicable Table referenced below.

01	02	03		04		05		06
Name or Item Tag	Complete Sign Description	Total Allowed (Watts)	≥	Total Designed (Watts)	OR	Compliant Light Sources	OR	Compliance Results
(See Table B)	(See Table B)	(See Table F)		(See Table F)		(See Table G)		
			≥		OR	Yes/No	OR	COMPLIES or DOES NOT COMPLY
Controls Compliance (See Table F/G/H for Details)								"COMPLIES with Exceptional Conditions" or "COMPLIES" or "DOES NOT COMPLY"

D. EXCEPTIONAL CONDITIONS

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

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E. ADDITIONAL REMARKS

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

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**F. MAXIMUM ALLOWED LIGHTING POWER AND CONTROLS**

This table includes illuminated signs using the Maximum Allowed Lighting Power compliance method per §140.8(a)/§170.2(e) as indicated on Table B of this compliance document. It also demonstrates compliance with mandatory controls requirements from §130.3/§160.5(d) by indicating control types for each sign.

01	02	03	04	05	06	07	08			09	
Name or Item Tag	Complete Sign Description	Illumination Method	Sign Area (ft ²)	Allowed Density (W/ft ²)	Allowance (Watts)	Design Watts	Mandatory Controls			Field Inspector	
							Shut-Off	Dimming	Demand Response ¹	Pass	Fail
										☐	☐
		10	11	12	13	14					
		Luminaire Name or Item Tag	Complete Luminaire Description	Watts per Luminaire	How Wattage is Determined	Total number luminaires					

* NOTES: Controls with a * require a note in the space below explaining how compliance is achieved.

EX: Sign within tunnel illuminated day & night; EXCEPTION to §130.3(a)2A.

¹ FOOTNOTES: Demand response controls are only required for an Electronic Message Center having a new connected lighting power load greater than 15 kW per §110.12(d).

G. LIGHT SOURCES AND CONTROLS

This table includes illuminated signs using the Alternate Lighting Sources compliance method per §140.8(b)/§170.2(e) as indicated on Table B of this compliance document. It also demonstrates compliance with mandatory controls requirements from §130.3/§160.5(d) by indicating control types for each sign.

01	02	03	04			05	
Name or Item Tag	Complete Sign Description	Compliant Light Sources ^{1,2}	Mandatory Controls			Field Inspector	
			Shut-Off	Dimming	Demand Response ³	Pass	Fail
						☐	☐

¹ FOOTNOTE: Dropdown choices have been abbreviated, please refer to §140.8(b)/§170.2(e) to confirm compliance with the specific light source technologies listed.



² Authority having jurisdiction may ask for cutsheets to confirm compliance of light source.

³ Demand response controls are only required for an Electronic Message Center having a new connected lighting power load greater than 15 kW per §110.12(d).

H. DECLARATION OF REQUIRED CERTIFICATES OF INSTALLATION

Selections have been made based on information provided in this document. If any selections have been changed by the permit applicant, an explanation should be included in Table E. Additional Remarks. These documents must be provided to the building inspector during construction and can be found online.

YES	NO	Form/Title	Field Inspector	
			Pass	Fail
☐	☐	NRCI-LTS-01-E - Must be submitted for all buildings.	☐	☐

I. DECLARATION OF REQUIRED CERTIFICATES OF ACCEPTANCE

There are no Certificates of Acceptance applicable to sign lighting requirements.

**DOCUMENTATION AUTHOR'S DECLARATION STATEMENT**

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

Documentation Author Name:	Documentation Author Signature:
Company:	Signature Date:
Address:	CEA/AEA/ECC Certification Identification (if applicable):
City/State/Zip:	Phone:

RESPONSIBLE PERSON'S DECLARATION STATEMENT

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

1. The information provided on this Certificate of Compliance is true and correct.
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).
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.
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.
5. I understand that a completed signed copy of this Certificate of Compliance shall be made available with the building permit(s) issued for the building and shall be made available to the enforcement agency for all applicable inspections. I will take the necessary steps to fulfill this requirement.
6. 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. I will take the necessary steps to fulfill this requirement.

Responsible Designer Name:	Responsible Designer Signature:
Company :	Date Signed:
Responsible Person Scope:	
Address:	License:
City/State/Zip:	Phone:

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

A. General Info

1. Enter the City the project is located in.
2. Climate Zone: Select from dropdown.
3. Select the applicable Occupancy Types within the Project.

B. Project Scope

1. Enter the Name or Item Tag.
2. Enter a Complete Sign Description.
3. Sign Status: Select from dropdown.
4. Sign Type: Select from dropdown.
5. Compliance Method: Select from dropdown.

C. Compliance Results

1. Results in this table are automatically calculated from data input and calculations in Tables F through H.

D. Exceptional Conditions

1. This table is auto-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. Maximum Allowed Lighting Power and Controls

1. This field is filled out automatically
2. This field is filled out automatically
3. Illumination Method: Select from dropdown.
4. Enter the Sign Area.
5. This field is filled out automatically.
6. This field is filled out automatically.
7. Enter the Design Watts.
8. Shut-Off Controls: Select from dropdown.
Dimming Controls: Select from dropdown.

CERTIFICATE OF COMPLIANCE – USER INSTRUCTIONS	NRCC-LTS-E
Sign Lighting	(Page 2 of 2)

Demand Response Controls: Select from dropdown.

9. This is a Pass or Fail checkbox for the field inspector.
10. Enter the Luminaire Name or Item Tag.
11. Enter the Complete Luminaire Description.
12. Enter the Watts per Luminaire.
13. How Wattage is Determined: Select from dropdown.
14. Enter the Total number of Luminaires.

G. Light Sources and Controls

1. This field is filled out automatically
2. This field is filled out automatically
3. Enter the Compliant Light Sources
4. Shut-Off Controls: Select from dropdown.
Dimming Controls: Select from dropdown.
Demand Response Controls: Select from dropdown.
5. This is a Pass or Fail checkbox for the field inspector.

H. Declaration of Required Certificates of Installation

1. Selections have been automatically made based on information provided in this document. If any selections have been changed by the permit applicant, an explanation should be included in Table E. Additional Remarks.

I. Declaration of Required Certificates of Acceptance

1. Selections have been made based on information provided in this document. If any selections have been changed by the permit applicant, an explanation should be included in Table E. Additional Remarks.

Documentation Declaration Statements

1. The person who prepared the NRCC 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.