



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 _____

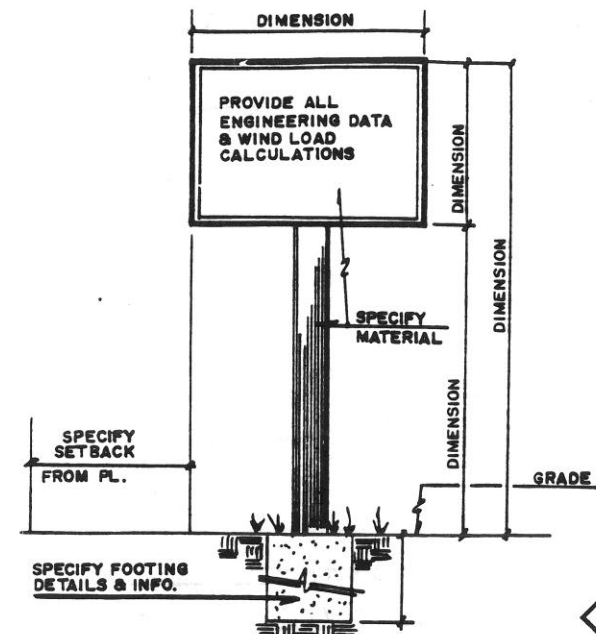
PROPOSED SIGN AREA _____ NUMBER OF SIGNS _____

TOTAL SIGN AREA _____ TOTAL NUMBER OF SIGNS _____

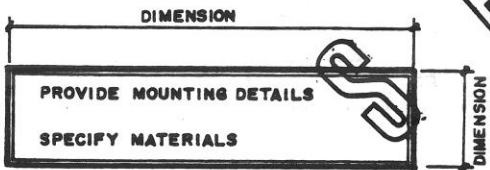
The foregoing statements and the information submitted herein, are in all aspects true and correct to the best of my knowledge and belief. Any incorrect or incomplete information may cause a delay in processing.

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

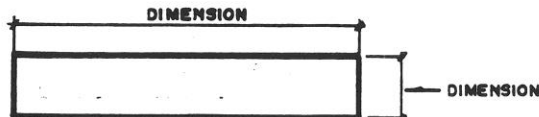
REQUIRED _____ (Owner/Manager of Business Printed Name and Signature) Date



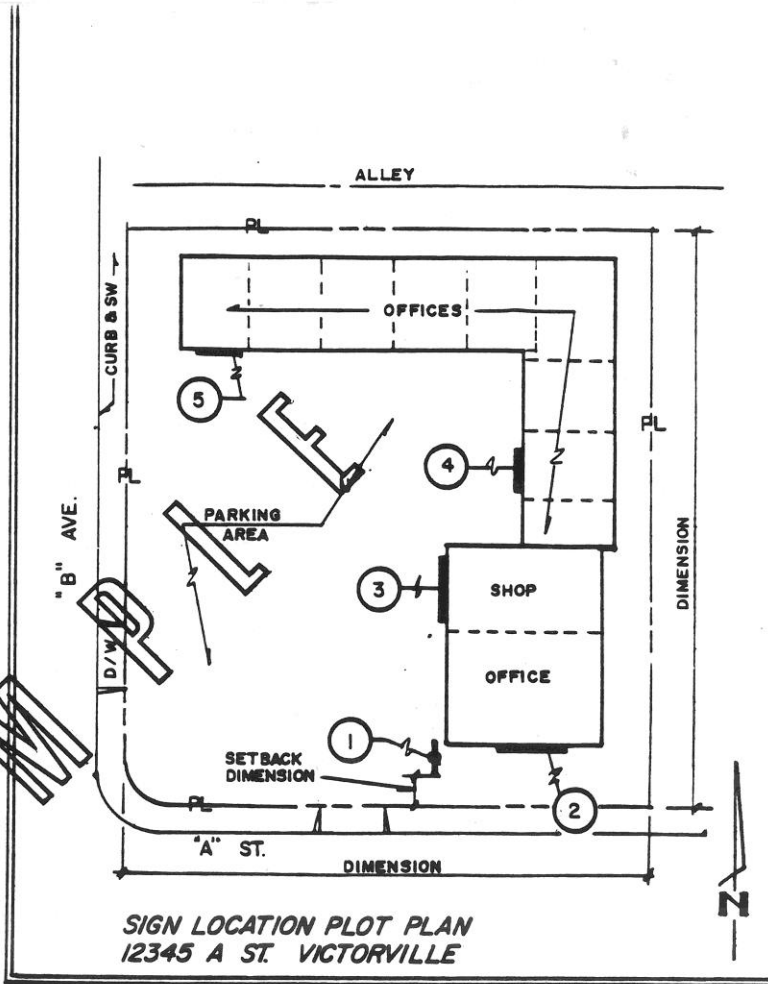
① PROPOSED FREESTANDING SIGN
 DOUBLE FACE, INTERNAL ILLUMINATION
 24'-0" HT. , 96 SQ.FT.



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 UNECESSARY DELAYS IN PROCESSING YOUR PERMIT APPLICATION.

Sign Lighting

NRCC-LTS-E (Created 11/19)

CALIFORNIA ENERGY COMMISSION

**CERTIFICATE OF COMPLIANCE**

NRCC-LTS-E

This document is used to demonstrate compliance with requirements in [§110.9](#), [§110.12](#), [§130.0](#), [§130.3](#), [§140.8](#), and [§141.0\(b\)2M](#) 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](#) and do not need to complete this compliance document.

Project Name:	Report Page:	Page 1 of 3
Project Address:	Date Prepared:	

A. GENERAL INFORMATION

01	Project Location (city)	
02	Climate Zone	
03	<input type="checkbox"/> Building is a healthcare facility	

B. PROJECT SCOPE

Table Instructions: Include any illuminated signs that are within the scope of the permit application and are demonstrating compliance using the prescriptive path outlined in [§140.8](#) or [§141.0\(b\)2M](#) for alterations. Exit signs and traffic signs are not required to comply with prescriptive requirements per exceptions to [§140.8](#) and do not need to complete this compliance document. WARNING: Changing the Compliance Method in this table will result in the deletion of data previously input. If you need to change the compliance method, please open a new form or use "Save As".

01	02	03	04	05
Name or Item Tag	Complete Sign Description	Sign Status ¹	Sign Type	Compliance Method ²

¹FOOTNOTE: 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](#). See [§141.0\(b\)2M](#) for more details.

²The ENERGY VERIFIED Label compliance method is only applicable if the sign has a permanent, factory-installed, ENERGY VERIFIED label certified by UL or comparable, confirming the sign complies with [§140.8](#). Note that using an ENERGY VERIFIED label is an optional compliance path, not a mandatory requirement. See the tool tips for this table for more details.

C. COMPLIANCE RESULTS

Table Instructions: If any cell on this table says "DOES NOT COMPLY" or "COMPLIES with Exceptional Conditions" refer to Table D. for guidance.

01	02	03	04	05	06	07
Name or Item Tag	Complete Sign Description	Total Allowed (Watts)	≥ Total Designed (Watts)	OR Compliant Light Sources	OR ENERGY VERIFIED Label	Compliance Results
(See Table B)	(See Table B)	(See Table F)	(See Table F)	(See Table G)	(See Table H)	
			≥	OR		DOES NOT COMPLY
Controls Compliance (See Table F/G/H for Details)						DOES NOT COMPLY

Sign Lighting

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Project Name:	Report Page:	Page 2 of 3
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D. EXCEPTIONAL CONDITIONS

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

No exceptional conditions apply to this project.

E. ADDITIONAL REMARKS

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

F. MAXIMUM ALLOWED LIGHTING POWER AND CONTROLS

This Section Does Not Apply

G. LIGHT SOURCES AND CONTROLS

This Section Does Not Apply

H. ENERGY VERIFIED LABELED SIGNS AND CONTROLS

This Section Does Not Apply

I. DECLARATION OF REQUIRED CERTIFICATES OF INSTALLATION

Table Instructions: Selections have been made based on information provided in previous tables of this document. If any selection needs to be changed, please explain why in Table E. Additional Remarks. These documents must be provided to the building inspector during construction and can be found online at https://www.energy.ca.gov/title24/2019standards/2019_compliance_documents/Nonresidential_Documents/NRCI/

YES	NO	Form/Title	Field Inspector	
			Pass	Fail
<input checked="" type="radio"/>	<input type="radio"/>	NRCI-LTS-01-E - Must be submitted for all buildings.	<input type="checkbox"/>	<input type="checkbox"/>

J. DECLARATION OF REQUIRED CERTIFICATES OF ACCEPTANCE

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

Sign Lighting


NRCC-LTS-E (Created 11/19)



CERTIFICATE OF COMPLIANCE

NRCC-LTS-E

Project Name:	Report Page:	Page 3 of 3
Project Address:	Date Prepared:	

DOCUMENTATION AUTHOR'S DECLARATION STATEMENT		
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:	
RESPONSIBLE PERSON'S DECLARATION STATEMENT		
I certify the following under penalty of perjury, under the laws of the State of California:		
<ol style="list-style-type: none"> 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 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. 		
Responsible Designer Name:	Responsible Designer Signature:	
Company :	Date Signed:	
Address:	License:	
City/State/Zip:	Phone:	