



**SIGNS - GENERAL**  
**PLAN CHECK CORRECTION SHEET**  
**(2014 LABC)**

Plan Check Date: \_\_\_\_\_ Plan Check / PCIS App. No.: \_\_\_\_\_

Job Address: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
(print first / last name)

E-mail Address: \_\_\_\_\_  
**([firstname.lastname@lacity.org](mailto:firstname.lastname@lacity.org))**

Your feedback is important, please visit our website to complete a Customer Survey at [www.ladbs.org/LADBSWeb/customer-survey.jsf](http://www.ladbs.org/LADBSWeb/customer-survey.jsf).

If you have any questions or need clarification on any plan check matters, please contact a plan check supervisor or call our Customer Hotline at (213) 482-0056.

**INSTRUCTIONS FOR PROCEEDING WITH THE COUNTER PLAN CHECK (PC) PROCESS:**

1. Review corrections circled on this Plan Check Correction Sheet, on the plans and calculation sheets.
2. Bring the originally checked set of plans and calculations along with this plan correction sheets and the newly revised plans and calculations back to the counter so that a plan check engineer may review the corrections and comments. After all of the items have been corrected to comply with the code requirements and the required clearances have been obtained, as indicated on the attached Clearance Summary, the permit will be ready to be issue.

**INSTRUCTIONS FOR PROCEEDING WITH THE REGULAR PLAN CHECK (PC) OR THE APPOINTMENT PLAN CHECK (APC) PROCESS:**

1. Review corrections circled on this Plan Check Correction Sheet and on the plans and calculation sheets.
2. Provide a written response or reference to details pursuant to the corrections. Location of any revisions on the plans shall be identified as part of your responses.
3. Phone the PC engineer for a verification appointment after you have addressed the corrections. Verification of corrections is only done by appointment.
4. Complete item #2 above and bring the originally checked set of plans and calculations to the meeting along with these plan correction sheets. Unprepared responses with incomplete plans or calculations may result in cancellation of the meeting.
5. During the appointment, the plan check engineer will go over the corrections and comments.
6. Once all the items have been corrected to comply with the code requirements and clearances are obtained, the permit will be ready to be issued.

**IMPORTANT ITEMS TO READ:**

1. Your early attention is suggested to the approval process from other Departments as listed in the Clearance Summary Worksheet due to possible delays resulting from a public hearing or other processes required by other Departments. **The Planning Department, the Community Redevelopment Agency and others may have requirements that could significantly affect the final design of the project.**
2. The permit application will expire **18 months** from the plans' submittal date.
3. Please be advised that the permit will be issued upon verification of compliance with the corrections and obtaining sign offs for all the required clearances included herein. The approval of plans does not permit the violation of any section of the Building Code, Zoning Code, or other ordinance or state law.
4. Numbers in parenthesis refer to Code sections of the 2014 edition of the Los Angeles Building Codes or the current Zoning Code.

# PART I: GENERAL REQUIREMENTS

## A. PCIS APPLICATION

1. Provide a fully dimensioned plot plan to scale, in ink on the provided PCIS application's plot plan sheet.
2. Provide complete and correct legal description (Tract, Lot, Block, Grant Deed). Provide complete information for applicant, owner, tenant, engineer, architect, and contractor.
3. The permit application must be signed by the property owner or licensed contractor or authorized agent at the time the permit is to be issued:
  - a. For owner-builder permits:
    - i. Owner's signature can be verified with owner's driver license. Owner's representatives must present owner's approval with a notarized letter from the owner.
    - ii. Owner's acknowledgment and verification of information (Owner-Builder Declaration form) must be signed by property owner.
  - b. For contractor building permits: Prior to the issuance of a building permit, the contractor shall have the following:
    - i. Certificate of workers Compensation Insurance made out to the Contractors State License Board.
    - ii. Notarized letter of authorization for agents.
    - iii. Copy of Contractors State License or pocket ID.
    - iv. Copy of City of Los Angeles business tax registration certificate or a newly paid receipt for one.
4. Permit application for an illuminated /electrical sign must be signed by an electrical contractor (C10 or C45 license).

## B. CLEARANCES

1. Obtain all clearances as noted on the attached Clearance Summary Worksheet. Prompt attention is suggested as it can take months for some departments to review the project. Comply with conditions of the approval prior to the permit issuance.
2. Obtain lot cut date from Land Records of Public Works. Lots divided after 7-29-62 shall obtain a Certificate of Compliance from the City Planning Department. See Clearance Summary Worksheet for locations.
3. Provide copies of the following recorded documents for the parcel: ( )
4. A recorded affidavit is required:

Lot Tie

\_\_\_\_\_

See Information Bulletin No. P/GI 2011-024 at [www.ladbs.org](http://www.ladbs.org) for instruction to process affidavits.

5. Soil/Foundation/Geology report(s) must be approved by the Grading Section. Provide copy of reports with the Department's approval letter. Show compliance with the report's requirements and approval letter's conditions.

## C. ADMINISTRATION

1. Incorporate all comments as marked on checked set of plans, calculations & documents in booklet and this correction sheet.
2. Show compliance on plans with all comments on the enclosed sign pre-inspection report (S.P.I.). Please attach copy of the S.P.I onto the plan. SPI is required for any sign with in 2,000 feet from a freeway or any sign larger than 50sf.
3. Each sheet of the structural plans must bear the signature, registration numbers and expiration date of an architect or engineer registered in the State of California.
4. The address of the building and the name/address of the owner are required on all plans. The name and address of the consultants are required on their plans.
5. (One) / (Two) sets of plans will be required for permit issuance. Plans must be: (106.3.2.2. & 106.3.3.)
  - a. Quality blue or black line drawings with uniform and light background color.
  - b. Max. 36" x 48" size with minimum 1/8" lettering size. Min. 18" x 24" size with minimum 1/8" lettering size.
  - c. Sticky back details must produce prints without contrasting shades of background color.
6. The final set of plans must be stamped by (City Planning Dept.), (Fire Dept),(Soils/Geo Engineer), (\_\_\_\_\_)
7. Provide the following with each set of plans:
 

<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Grading
<input type="checkbox"/> Construction Section	<input type="checkbox"/> Two Elevations
<input type="checkbox"/> Structural Details	<input type="checkbox"/> Foundation Plans
<input type="checkbox"/> Grading Approval letters	<input type="checkbox"/> Methane Plans
8. Provide fully dimensioned plot plan to scale on the plan. Show legal description, building lines, easements, lot size, zone boundaries, highway dedication lines, street center line, alley, parking spaces and location, size, and type of all signs on the lot.
 

(106.3.2.1)
9. Remove all pages, details or notes that do not pertain to the project.

## PART II: ZONING CODE

### A. GENERAL

1. Proposed sign is not permitted in the (\_\_\_\_\_) Zone.
2. In the P zone, only identification signs that display the names of the sponsors of the parking area are permitted.
 

12.12.1A3
3. Height of the sign cannot exceed (\_\_\_\_\_) ft. as permitted in Height District no. \_\_\_\_\_
 

12.21.1
4. Sign must comply with the transitional height limitations when adjoining an RW-1 or more restrictive zone lot. (25')(33')(61').
 

12.21.1A10
5. Zoning Information File No. \_\_\_\_\_ requires that \_\_\_\_\_
6. Signs cannot obstruct corner lot visibility triangles.
 

12.21C7, 14.4.4C3
7. Signs may not be located within the public right-of-way.
8. Commercial Corner Lot Development / Mini-Shopping Center:
  - a. Conditional use permit required for pole sign, roof sign or projecting sign on Commercial Corner Lot Development and Mini-Shopping Center per Zoning Code 12.24M.
  - b. Limit height of sign to a maximum of 40 ft, but not more than required by corrections above.
9. Free standing signs are not permitted in the CR, C1, and C1.5 zones.
 

12.12.2A, 12.13A, 12.13.5A
10. Structural changes cannot be made to a nonconforming sign.
 

12.23C3
11. Signs located in a residential zone to comply with 12.21A7. Sign area limited to \_\_\_\_\_ sq ft.
12. Total area of all signs located in a required yard shall not exceed 12 sq ft in area.
 

12.22C20(j)
13. Within the front yard, signs shall not exceed 3.5 feet in height and 12 square feet in area including and not limited to the following situation:
 

(12.22C20(j))

Where the front portion of a lot is partial zoned as "P" with the rear portion zoned as "MR", the lot shall observe a front yard as required for "MR" per Section 12.17.5D1.; therefore, the signs to be placed within the front yard shall be limited in height and size per 12.22C20(j).

14. Note on plans: "The construction shall not restrict a five-foot clear and unobstructed access to any water or power distribution facilities (power poles, pull-boxes, transformers, vaults, pumps, valves, meters, appurtenances, etc.) or to the location of the hook-up. The workers and the construction shall not be within ten feet of any power lines--whether or not the lines are located on the property." Otherwise, clearance from DWP is required. Call (213) 367-0562.
15. The combined sign area of monument signs, projecting signs, wall signs, illuminated architectural canopy signs, pole signs, roof signs, and window signs shall not exceed four sf for each foot of street frontage.
 

14.4.8A2, 14.4.9B2, 14.4.10A5, 14.4.11A4, 14.4.12B4, 14.4.13B4
16. (Projecting) (wall) (pole) sign shall not exceed a (\_\_\_\_\_) (ft) (in) projection over the Building Line (lot line adj. to street or line established by Ordinance) per Diagram A of this Article.
 

14.4.9E

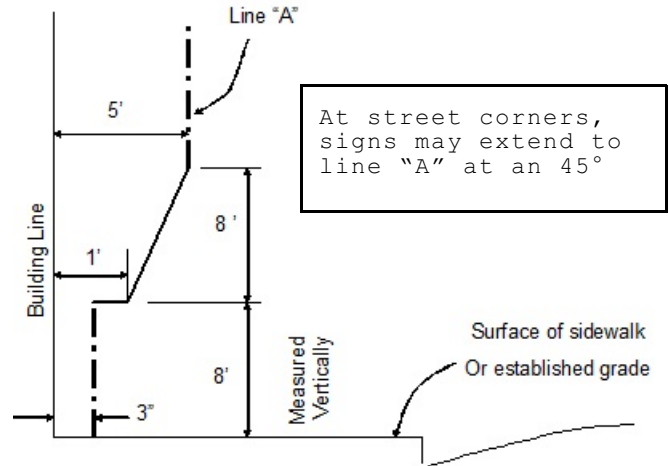


Diagram A

17. Except for the wall signs specified in 14.4.6.B, signs located within 2000' of a freeway require a sign pre-inspection prior to permit issuance.
  18. Sign located within 500' of the main traveled roadway of a freeway must obtain approval from Department of Transportation for hazard evaluation. Obtain "Hazard Review for Sign Application Permits Evaluation Checklist" sheet from LADOT.
 

14.4.5B
- ### B. INFORMATION SIGNS
1. Information signs cannot exceed 25 sf in area nor a maximum height of 6'-6" above sidewalk or edge of roadway grade nearest sign.
 

14.4.7

**C. MONUMENT SIGNS**

- 1. Monument sign area shall not exceed 1.5 sf per ft. of street frontage nor a maximum of 75 sf for the sign face visible to the same direction of traffic. 14.4.8A1
- 2. The height of the top of the sign cannot exceed eight ft. above grade. 14.4.8B
- 3. Monument signs cannot be located within 7.5 ft. from interior lot lines nor within 15 ft. of any other monument sign, projecting sign, or pole sign. 14.4.8C
- 4. The height of the monument sign cannot exceed its width. 14.4.8D
- 5. Monument signs cannot project over the building line. 14.4.8E

**D. PROJECTING SIGNS**

- 1. Projecting signs cannot be on that portion of the lot with less than 50 ft. of street frontage. 14.4.9A
- 2. Only one projecting (or pole) sign is permitted for each 200 ft. or fraction thereof of street frontage. 14.4.9A
- 3. Projecting sign area cannot exceed 25 sf plus 1.5 sf per ft. of street frontage nor a maximum of 300 sf. 14.4.9B
- 4. Projecting signs cannot be located within 7.5 ft. from interior lot lines nor within 15 ft. of any other projecting sign, monument sign, or pole sign (on any lot). 14.4.9D1, 14.4.9D2
- 5. The plane of the face of the sign cannot exceed 15 degrees of being perpendicular to the face of the building. 14.4.9D3
- 6. Projecting signs must not be located lower than eight feet above sidewalk grade or edge of roadway grade and cannot extend above the top of the wall. 14.4.9E

**E. WALL SIGNS**

- 1. Face of wall signs must be approximately parallel to the plane of the wall. 14.4.2
- 2. Sign pre-inspection is required for wall signs located within 2000' of a freeway unless the signs are:
  - a. Identification signs limited in area to 50 sf or 5% of the wall area which faces to freeway, whichever is greater.

- b. Advertising wall signs limited in total area to 100 sf, any one sign limited in area to 50 sf. 14.4.6

- 3. Total wall sign area cannot exceed two square feet from each foot of street frontage plus 1 sf for each foot of building frontage or 3 sf. for each lineal foot of tenant frontage in a multi-tenant building. 14.4.10A
- 4. Wall signs cannot be located on a wall that face and is within 5 ft. of an interior lot line. 14.4.10C1
- 5. Wall signs located on a wall that faces the rear lot line and is within 30 ft. of any property zoned R3 or more restrictive cannot be illuminated. 14.4.10C2
- 6. Wall signs cannot project more than 24 inches from the face of the building. 14.4.10D2
- 7. Wall signs located more than 100 ft. above grade must be used as identification signs only. 14.4.10E

**F. ILLUMINATED ARCHITECTURAL CANOPY SIGNS**

- 1. The area of illuminated architectural canopy signs cannot exceed 2 sf for each foot of street frontage plus 1 sf for each ft. of building frontage. 14.4.11A1
- 2. Illuminated architectural canopy signs cannot extend above the top of the wall of the building. 14.4.11B
- 3. Illuminated architectural canopy signs must have a minimum clearance of eight feet above the sidewalk grade or edge of roadway grade nearest the sign and cannot be located closer than 2 feet from the curb of any roadway. 14.4.11C
- 4. Illuminated architectural canopy signs cannot occupy a 4 ft. distance along the exterior wall at one corner of the building street frontage nor an additional 4 ft. distance along every 50 ft. of such frontages. 14.4.11D
- 5. The sign must be internally illuminated so as to illuminate the canopy and the exterior wall below. The illuminated architectural canopy sign must bear the electric label of an approved testing agency with a reinspection service. 14.4.11E

6. Illuminated architectural canopy signs cannot project more than 3 ft. beyond the face of the building.

14.4.11F

over the top of an exterior wall.

14.4.13A

## G. POLE SIGNS

1. Pole signs are not permitted on that portion of a lot having less than 50 feet of street frontage.

14.4.12A

2. Only one pole (or projecting) sign is permitted for each 200 ft. or fraction thereof of street frontage.

14.4.9A, 14.4.12A

3. Total pole sign area cannot exceed 2 sf for each foot of street frontage plus 1 sf for each foot of building frontage.

14.4.12B1

4. Any one pole sign cannot exceed 400sf. of area.

14.4.12B2

5. Pole signs located on interior lots must be at least 10 ft. from interior property lines. Pole signs located on corner or flag lots must be located at least 5 ft. from interior lot lines.

14.4.12D1

6. Pole signs must be located at least 15 ft. from any other pole sign, projecting sign, or monument sign.

14.4.12D2

7. Pole sign "cans" located less than 8 ft. above sidewalk grade or edge of roadway grade nearest the sign, must extend to within 12" of grade or be located in a planter with a minimum height of 18 inches and that extends beyond the edges of the sign and sign support structure.

14.4.12D4

8. Top of pole sign cannot exceed (25 ft.) (35 ft.) (42 ft.) above nearest sidewalk or edge of roadway grade.

14.4.12C

9. A maximum of two poles are permitted for any one pole sign and the cross sectional dimension of a pole cannot exceed 10 percent of the overall height of the sign.

14.4.12F

10. No pole or footing can be located within the 10 ft. visibility triangle. Sign "can" located within the 45 ft. visibility triangle cannot exceed 200 sf per face nor more than 400 sf on all faces. In both cases (10 ft. and 45 ft. visibility triangles), the bottom of the sign "can" must be a minimum of 10 ft. above grade.

## H. ROOF SIGNS

1. Roof signs are permitted only when placed directly upon a roof that slopes downward toward and extends to or

2. Total roof sign area cannot exceed 2 sf for each foot of street frontage plus 1 sf per foot of building frontage. The maximum size of any one roof sign is 300 sf.

14.4.13B1, 14.4.13B2

3. The combined area of roof signs, illuminated architectural canopy signs, and wall signs facing the same direction shall not exceed two square feet for each foot of street frontage, plus one square foot for each foot of building frontage.

14.4.13B3

4. The top of the roof sign shall be located at least 2 ft. below the ridge of the roof.

14.4.13C

5. Roof sign must be at least 10 ft. from the property line, 2 ft from the edge of the roof and 2 ft. (min.) below the ridge.

14.4.13D

## I. MARQUEE SIGNS

1. Marquee signs cannot be attached to any portion of the marquee except the periphery.

14.4.15B

## J. SPECIAL SIGNS

1. REVOLVING SIGNS may not exceed 6 rotations per minute (RPM) maximum. Motors require a separate approval from the Mechanical Division.

14.4.4B4

2. BALLOON ADVERTISING DEVICES are not to be released into the air to float, ascend, rise, or remains aloft a height of five (5) or more feet above natural grade.

LAMC 28.10,28.11

3. WINDOW SIGNS' total area cannot exceed 10 percent of the area of the window.

14.4.14A

4. MURALS require Cultural Affairs approval.

14.4.20

## K. ELECTRONIC MESSAGE DISPLAY SIGNS

1. For on-site advertising or non-commercial messages, a covenant ( Maintenance of Building Affidavit) shall be recorded.

2. Maintenance of Building Affidavit shall be recorded with the following conditions:
  - a. The display message will not change at a rate faster than one (1) message every eight (8) seconds.
  - b. Each display shall be static.
  - c. The intensity of illumination will not change.

**L. TEMPORARY SIGNS**

1. The area of the temporary sign shall not exceed 2 sf. per foot of the street frontage. The total allowable sign area is ( \_\_\_\_\_ ) sf. 14.4.16B1
2. The maximum combined temporary sign area on a window is allowed to be of ten percent of the window area. 14.4.16B2
3. Temporary sign is required to be removed 30 days after installation. 14.4.16.C1
4. Temporary sign made of cloth shall be flame proofed when the aggregate area exceeds 100 square feet. 14.4..16E

**M. TEMPORARY SIGNS ON TEMPORARY CONSTRUCTION WALLS**

1. Signs placed on temporary construction walls, and/or solid wood fences surrounding vacant lots shall not extend above the top of the wall or fence and shall comply with the following:
  - a. The combined sign area of temporary signs shall not exceed 8 sf per foot of street frontage. The total allowable sign area is ( \_\_\_\_\_ ) sf. 14.4.17B1
  - b. Individual signs shall not exceed a sign area of 250sf. 14.4.17B2
  - c. Signs may be grouped to form a maximum sign area of 250 sf. 14.4.17B
  - d. Signs or groups of signs having an area of 250 sf shall be separated from any other sign on the temporary construction walls and/or solid wood fences surrounding vacant lots by at least ten feet measured horizontally. 14.4.17B
2. Signs may only be placed to a maximum height of 8 ft. 14.4.17D

3. Temporary signs are limited to C and M zones. 14.4.17E
4. \$10,000 bond is required to be posted prior to the issuance of the sign permit. 14.4.17F

**N. AWNING SIGNS**

1. No sign shall be placed on any portion of an awning except the valance. 14.4.19
2. The sign area is limited to a maximum of 12 inches in height on the portion of the valance that is parallel to the building face. 14.4.19
3. Signs are not permitted on awnings with a valance above a height of 14 ft. as measured from the nearest sidewalk or edge of roadway grade to the top of the valance. 14.4.19

**PART III: BUILDING CODE**

**A. GENERAL**

1. \_\_\_\_\_ signs must be constructed of noncombustible materials or approved plastics. 91.H107
3. Individual plastic facings of electric signs shall not exceed 200 sf in area. 91.H107.1.2
4. For supergraphic signs, off-site signs, wall signs, and signs area over 200sf shall be limited to:  

$$200 + 0.5(N-200) \leq 1,100 \text{ sf (maximum) for}$$

$$N = \text{display area of sign}$$
91.H107.1.3
5. Sign shall not be located so as to obstruct any fire escape, or any window/door, or any emergency egress opening, or so as to prevent free passage from one part of roof to any other part thereof. 91.H103
6. The bottom coping of ground signs (monument signs) shall be no less than 3 ft. above the ground or street level, which space can be filled with platform decorative trim or light wooden construction. 91.H109.2
7. The bearing plates of roof signs shall distribute the load directly to or upon masonry wall, steel roof girders, column or beams.



- 91.H110.2
8. Projecting signs to be constructed of noncombustible material. 91.H113.4
- 91.H112.1
9. Projecting signs shall not project above the roof except when the horizontal width of the sign perpendicular to the wall is maximum 18 inches, then the sign can project a maximum of 2 ft. above the roof. 91.H113.4
- 91.H112.4
10. Sign over 40 sf shall be constructed of metal or other approved noncombustible material. 91.H108
- 91.H111.1
11. Wall sign attached to solid masonry, concrete or stone wall shall be securely attached by minimum 3/8 inch diameter anchor or expansive screws with minimum 5 inches embedment. (A wall sign shall not be supported by anchorage secured to an unbraced parapet wall) 91.H113.4
- 91.H111.2
12. Wall signs cannot extend above the top of the wall nor beyond the end of the wall of the building to which they are attached. 91.H113.4
- 91.H113.3
13. The canopy surface including the enclosing soffit, must be of an approved light transmitting material. The fabric must be tested and classified as nonflammable under the provision of the Los Angeles Fire Department standard No. 43. 91.H105
14. Projecting sign to be braced on both sides of sign with 3/8" diam chains, guide or steel rod supports minimum 45 degree to the face of the sign; min. 2 supports each side if sign area exceeds 30 sq ft. 91.H105
- 91.H112.1, 91.H112.2
15. Marquee signs are to be constructed entirely of metal or other approved noncombustible material and or approved plastic and glass. 91.H113.4
- 91.H113.1
16. Marquee signs shall not project beyond the perimeter of the marquee. 91.H113.3
- 91.H113.3
17. Marquee signs shall not extend more than 6 ft. above
- 91.H113.4
18. Marquee sign shall not be more than 8 ft. in vertical dimension. 91.H113.4
- 91.H113.4
19. Animated devices. Signs that contain moving sections or ornaments shall have fail-safe provision to prevent the section or ornament from releasing and falling or shifting its center of gravity more than 15". 91.H108
- 91.H108
- B. INTERIOR MALLS SIGNS**
1. Signs shall not exceed 20% of the wall area facing the mall. 91.402.6.4.1
- 91.402.6.4.1
2. Signs shall not exceed a height of 36 inches except that if the sign is vertical then the height shall not exceed 96 inches and the width shall not exceed 36 inches. 91.402.6.4.2
- 91.402.6.4.2
3. Signs shall be located a minimum distance of 18 inches from adjacent tenants. 91.402.6.4.3
- 91.402.6.4.3
4. All edges and the back shall be fully encased in metal. 91.402.6.4.4.1
- 91.402.6.4.4.1
- C. STRUCTURAL REQUIREMENTS**
1. Structural calculations are required to justify the adequacy of the structural system in resisting seismic and wind loads, and supporting dead loads. (Wall signs less than 100 sf does not require structural calculations.) 91.H105
- 91.H105
2. Both plans and calculations must be signed by a civil or structural engineer, or architect, licensed by the State of California.
3. Specify the following items on plans:
- a. Type of soil and bearing value per Table 1804.2.
- b. Standard 2500 psi concrete (1904.2)
- c. 3000psi min. for grade beams and piles / piers ( 1808, ACI 318, 21.2.4)
- d. Type of Structural Steel, Structural Pipe, Tubing;
- e. Grade, species, and moisture content of all lumber. Type and grade of plywood sheeting.
- f. The size, LA research report # and manufacturer of the shot pins. Show on plans, the maximum spacing of the shot pins in bearing/nonbearing walls.
4. ( \_\_\_\_\_ ) shall





<b>ADDITIONAL CORRECTIONS</b>	<b>Code Sec. No.</b>