



**EXTERIOR SIGN SUBMITTAL CHECKLIST**

The information provided in this document is general and intended as a guide for “New” or “Replacement” of commercial signs. Due to the variation in each project, additional items may be required by the plan’s examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gathers the items listed below.

**Ready to start your application? Click Here: [salinas-ca-us.avolvecloud.com](https://salinas-ca-us.avolvecloud.com)**

REQUIREMENTS	
PAPERLESS PERMIT	Create a User Account or Login to Salinas Paperless Permits: <a href="https://salinas-ca-us.avolvecloud.com">salinas-ca-us.avolvecloud.com</a>
	Start a New Building Permit Application: Select " <b>Building Permit</b> " Icon; Select " <b>Sign Permit Application</b> " as the Type; Give the Application a Name That Relates to the Type of Permit Requested; Agree to Terms and Conditions.
	Provide Application Information: Property Address, Project Valuation, Sign Type, Sign Location (Where it Will be Installed), Square Footage, Indicate if Application Includes Multiple Signs, Provide a Brief Description of Work, Provide Owner Information, Contractor Information, Applicant Information, Complete the Contractor Declaration, Provide Digital Signature.
	Upload Plans-Signed and Dated (PDF, Individual Sheets, Landscape, Accurate Scale, Sizes: 11”X17”, 24”X36”, 30”X42”)
	Upload Structural Calculations – Signed and Dated (PDF, Searchable File, Portrait 8.5”X11”). If Required
	Upload Construction & Demolition Waste Form.
COVER PAGE AND PLANS	List the Applicable Codes: 2022 California Building Code, Electrical, Energy, Fire, Green Building Codes and City of Salinas Municipal Code.
	Preparer’s Name, Title, Address, Phone Number, Signed and Dated.
	Project Name, Address, Assessor Parcel Number, Legal Property Owner’s Name, Address, Phone Number.
	Scope of Work Identifying All Work Proposed Under This Permit, Quantity and Type of Sign.
	Building Elevation Views Showing Location of Proposed Signs.
	Electrical Information (I.E. Disconnect Switch, Transformer Location, Circuit and Panel ID).
LIGHTING & CONTROLS	Sign Anchorage Sizes, Type and Locations.
	Upload Energy Forms Certificate of Compliance Forms <a href="#">NRCC-LTS-E</a> Signed by Document Author (PDF, Portrait 8.5”X11”).
	Section C: Compliance Results Should Indicate “COMPLIES” On Both Rows of Column 7.
	Section G: Light Sources and Controls; Shutoff and Dimming Controls can be Selected from the Forms Drop Down Menu and Should Comply with State Standards.

Other division may have additional requirements for your plans. The permit process involves many City Divisions and outside agencies. It may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community.

Division Contact Information:

- Planning (831) 758-7206 [currplanwebmail@ci.salinas.ca.us](mailto:currplanwebmail@ci.salinas.ca.us)
- Engineering (831) 758-7251 [encroachment@ci.salinas.ca.us](mailto:encroachment@ci.salinas.ca.us)
- Fire (831) 758-7261 [fireprevention@ci.salinas.ca.us](mailto:fireprevention@ci.salinas.ca.us)
- Building (831) 758-7251 [askbuilding@ci.salinas.ca.us](mailto:askbuilding@ci.salinas.ca.us)
- Paperless Permit (831) 758-7131 [paperlesspermit@ci.salinas.ca.us](mailto:paperlesspermit@ci.salinas.ca.us)