



# SIGN PERMIT CHECKLIST

Per Development Code Section 17.74.030, a sign permit shall be required prior to erection, relocation, alteration, or replacement of sign, unless otherwise exempted by this chapter. A sign permit shall not be required for general maintenance of existing signs or the replacement of the sign face (including message) when the area of the sign is not being changed and a building permit is not required.

## SECTION 1: Filing Requirements

- 1. A Building Sign Permit Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>. **Note:** this application will be found under the Building & Safety category in the Online Permit Center.
- 2. Signed Property Owner Declaration Form (attached) uploaded to the online application. **NOTE: The form must be signed by the legal property owner, property manager, or other legal representative of the property. Invalid signatures will not be accepted and will delay the intake process.**
- 3. Colored sign package (see Section 3) uploaded to the online application. **NOTE: The development package must be in one single PDF file at a maximum size of 100 MB. Individual sheets or large files will not be accepted and will delay the intake process. Please follow the instructions for PDF Formatting Requirements for EDR Submission attached.**
- 4. California Energy Code Title 24 Sign Lighting Certificate of Compliance for illuminated signs.
- 5. Filing fees (see Section 2).

## SECTION 2: Filing Fees

Refer to the Planning Department Fee List for most current fees.

- Sign Permit\* ..... See current fee list.

\*The fee is required regardless of if the proposed sign is within an approved Uniform Sign Program. Additional fees will be required if a building permit is required for the scope of work. Contact Building & Safety for more information at 909-477-2710.

## SECTION 3: Contents of Sign Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process. Sign package should be submitted as one PDF file. We will not accept separate plan sheets.

**PLEASE READ: The sign package must be in one single PDF file at a maximum size of 100 MB. The PDF should be in color. Individual sheets or large files will not be accepted and will delay the intake process. Please follow the instructions for PDF Formatting Requirements for EDR Submission attached**

- A. Building Wall Signs:
  - 1. Detailed Site Plan, drawn to scale, shall include the following:
    - Project site area including dimensioned property lines.
    - All site improvements including, but not limited to, buildings, parking areas, driveways, etc.
    - Shade the building where the proposed building signs are to be located.
    - Provide the square footage of the building and/or tenant space.



- 2. Building Elevations:
    - Accurate building elevations showing building face with dimensions.
    - Length of tenant frontage
    - Exact location and placement of the proposed signs.
  
  - 3. Detailed Elevations of Signs:
    - Dimensions of proposed signs
    - Depth of signs (thickness)
    - Letter style, size, materials, and colors of sign copy
  - 4. Method of illumination and electrical details.
  - 5. Method of attachment and structural details.
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- B. Monument Signs:
    - 1. Detailed Site Plan shall include the following:
      - Project site area including property lines.
      - All site improvements including, but not limited to, buildings, parking areas, driveways, etc.
      - Public street frontages and improvements.
      - Proposed landscaping and irrigation system around the monument sign.
    - 2. Detailed Elevations of monument sign:
      - Dimensions of the proposed sign and the base.
      - Depth of signs (cross sections).
      - Letter style, size, materials, and colors of sign copy and the background.
      - Full base description including materials, colors, and height.
      - Landscape materials around the base of the sign.
    - 3. Method of illumination and electrical details.
    - 4. Structural details of footing and monument structure.



# PROPERTY OWNER DECLARATION FORM

## PROJECT INFORMATION

Name of Proposed Project:	
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

### Type of Review Requested

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness   | <input type="checkbox"/> Landmark Alteration Permit      | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit     | <input type="checkbox"/> Site Development Review   |
| <input type="checkbox"/> Community Plan Amendment         | <input type="checkbox"/> Mills Act                       | <input type="checkbox"/> Specific Plan Amendment   |
| <input type="checkbox"/> Minor/Conditional Use Permit     | <input type="checkbox"/> Minor Design Review             | <input type="checkbox"/> Temporary Use Permit      |
| <input type="checkbox"/> Major Design Review              | <input type="checkbox"/> Minor Exception                 | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement            | <input type="checkbox"/> Plan Check/Zoning Clearance     | <input type="checkbox"/> Tree Removal Permit       |
| <input type="checkbox"/> Development Code Amendment       | <input type="checkbox"/> Planned Community               | <input type="checkbox"/> Uniform Sign Program      |
| <input type="checkbox"/> Entertainment Permit             | <input type="checkbox"/> Pre-Zoning                      | <input type="checkbox"/> Vacation of Easement      |
| <input type="checkbox"/> General Plan Amendment           | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance                  |
| <input type="checkbox"/> Hillside Design Review           | <input type="checkbox"/> Reasonable Accommodation        | <input type="checkbox"/> Zoning Map Amendment      |
| <input type="checkbox"/> Home Occupation Permit           | <input type="checkbox"/> Sign Permit                     | <input type="checkbox"/> Other: _____              |

## OWNER DECLARATION

I declare that,  I am the owner,  I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

Date:	Signature:	
Print Name and Title:	Phone Number:	Email:
Address:		

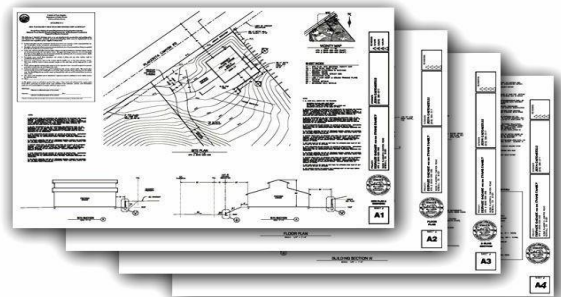


# ONLINE PERMIT CENTER ELECTRONIC DOCUMENT REVIEW (EDR) SUBMISSION REQUIREMENTS

## PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

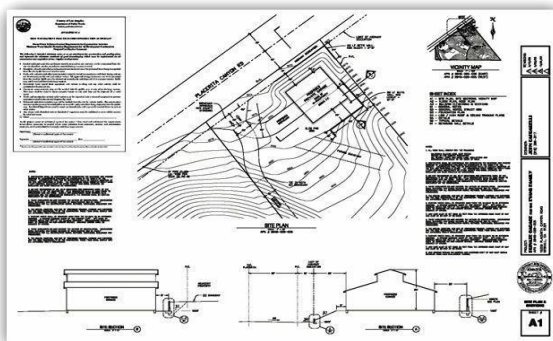
- Layers:** No multiple layers. Layers must be merged or flattened.
- Format:** Vector preferred
- Resolution:** 300 pixels per inch (PPI)
- Color Depth:** Monochrome (1-bit)
- File Size:** 1 megabyte (MB) avg. per sheet.  
100 MB total
- Grouping:** Multiple-sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

✓ Correct

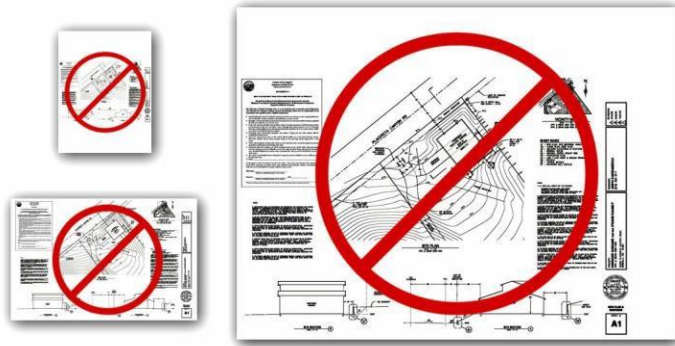
See "Formatting Q&A" on page 3 for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).



✓ Correct



All sheets must be consolidated into one plan set up to a maximum size of 100 MB. Please consolidate plans to the fewest number of files possible.



Incorrect sheet size, scale, or margins will not be accepted.



Incorrect orientation will not be accepted.

## FORMATTING Q&A:

**Question:** *Why does Rancho Cucamonga only accept PDF plans?*

**Answer:** Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving, and Rancho Cucamonga will continue to evaluate these standards as necessary.

**Question:** *Are raster-based PDF files acceptable?*

**Answer:** Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

**Question:** *How do I combine multiple PDFs into a single file?*

**Answer:** There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.



**Question:** *My PDF files are too big. What am I doing wrong?*

**Answer:** Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).
- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify “compressed.”

**Question:** *How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?*

**Answer:** The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

**Question:** *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*

**Answer:** Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency “off” before plotting.