



Carson City Planning Division

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SIGN PERMIT SUBMITTAL REQUIREMENTS

General Information:

- Signs shall comply with International Building Code, Appendix H
- A minimum sign plan submittal shall include the following items:
 - Three (03) **complete sets of plans** (2 copies and 1 original color rendition of proposed sign)
 - Two (02) **sets of Structural Calculations** wet stamped and sealed (Free-standing signs only)
- Plans shall be on **11" x 17" or larger** paper sizes, and all design sheets within the plan set should be the same size.
- Plans shall be **photocopies, or original blue or black ink drawings**.
- Plans shall be fully dimensioned, and drawn to an **approved architectural scale 1/4"=1'-0" minimum**. Interior elevations or details may use 1/2"=1'-0" or greater scale. The scale shall be indicated on each page, and separate detail or elevation.
- Site plans shall be fully dimensioned and drawn to one of the following **approved engineering scales: 1"=10', 1"=20' & 1"=30'**
- **Plans prepared by a Nevada licensed Sign Contractor** shall have the following information printed in a block labeled "Designer" on the Cover Sheet of the plan set:
 - Business Name
 - Business Address
 - Bid Limit
 - License Classification Type
 - License Number
 - License Expiration Date
 - Name of Qualified Employee, with an original signature
- **Plans prepared by a Nevada licensed Registered Design Professional** (Architect, Residential Designer, or Engineer) shall comply with the applicable Nevada Administrative Code (NAC) for their licensure.

Sheets That Constitute a Complete Plan Set:

- **Site Plan**
 - Provide North Arrow
 - Site plan shall be drawn to an approved engineering scale (1"=10', 1"=20' & 1"=30'). Indicate on the Site Plan the approved engineering scale used.
 - Provide APN (Assessor Parcel Number) and address of proposed project.
 - Show easements (free-standing signs only)
 - Provide dimensioned setback lines between the proposed construction and the property lines
 - Indicate the street name(s) that border the property
 - Show location of sign on building
 - Show connection power source
- **Elevations of Sign**
 - Show distance from ground to bottom of sign
 - Show distance that a roof-mounted sign extends over roof line
 - Show method that sign is attached to structure (size of bolts, bracing, etc.)
 - Show location, size, total square footage, and elevation of all proposed signs on lot or structures.
 - Show footing detail and addressing of sign (freestanding signs only)
 - Show location, size, total square footage, and elevation of all existing signs on lot or structure
 - Show colors proposed
 - Show materials proposed to construct sign