



**City of San Leandro**  
Division of Building & Safety Services  
835 East 14<sup>th</sup> Street San Leandro, CA 94577  
Main Line:(510) 577-3405 Kiosk: (510) 577-3423  
Fax: (510) 577-3418

**Sign Submittal  
Requirements**  
2016

**Drawings (blueprints) - 3 sets; minimum size 11" x 17"**

- Cover sheet information –**  
address of project; name, address & phone number of project owner; name, address, phone number, title & registration information of project design professional(s); description of project.
- Wet stamp & original signature of appropriate design professionals on drawings.**
- Plot plan (indicate scale) -**  
lot dimensions; (indicate scale), plan view of all existing and proposed buildings on the property; dimensions of buildings, building setbacks and yards, location of all proposed and existing signs (identify location of signs); north arrow; location of easements and visible utilities on site; identification of streets and right-of-ways adjacent to the site, location of all driveways and site entrances.
- Architectural plans (drawn to scale) -**  
exterior building elevations showing the location of all signs; elevation views of all freestanding signs; detailed drawings (or replications) of all signs which identify size, design, colors, and construction materials, etc.
- Anchorage and attachments –**  
provide details and specifications for minimum required sign anchorage and/or attachment methods to footings, buildings, walls, etc, including individual letter attachment methods.
- Electrical plans -**  
complete electrical plans which identify the source of electrical power for the sign(s) and which identify all new and/or altered wiring and fixtures to be installed; provide listing information as appropriate.
- Green Building Code –**  
The provision of this code planning, design, operation, construction, use, and occupancy of every newly constructed building or structure, unless otherwise indicated in 2016 California Green Building Standards Code. It is not the intent that the California Green Building Code substitute or be identified as meeting the certification requirements of any green building program. Please visit our website at [www.sanleandro.org/cd/bldg](http://www.sanleandro.org/cd/bldg) under Forms, Fees, & Facts for a copy of the residential and non-residential mandatory checklists.
- All Non-Residential projects must comply with Construction Waste Management:**  
Recycle and/or salvage for reuse a minimum of 65 percent of nonhazardous construction and demolition waste in accordance with **Non-Residential Sections 5.408.1.1, 5.408.1.2 or 5.408.1.3**

**Calculations - 2 sets**

- structural calculations – (when appropriate)**
- sign area calculations for all existing and proposed signs (in square feet)**

**Other Documents – 2sets**

- sign abatement letter (filled out and signed by the building owner or tenant)**
- owner/landlord or property manager approval/acknowledgement**

**Applicable Construction Codes:**

The City of San Leandro has adopted the following codes, with local amendments, as of January 1, 2017.

- 2016 California Building Code
- 2016 California Residential Code
- 2016 California Electrical Code
- 2016 California Mechanical Code
- 2016 California Plumbing Code
- 2016 California Energy Code
- 2016 California Fire Code
- 2016 California Green Building Code
- 2016 California Referenced Standards Code
- [NOTE: This list may not reflect all design document submittals which are needed for a specific project review. Permit applicants should contact appropriate City departments to determine if additional documentation is required.]