



## NEW WALL SIGNS

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Submittal requirements for signs shall include:

- Review and approval of plans from the City of West Hollywood Planning Division is required prior to submittal to the Building and Safety Division.
- Plans Shall include:
  - a) Plot plan showing location of sign(s)
  - b) Elevations showing size, dimensions and sign placement
- Provide detail for attachment of the sign to structure.
  - a) Indicate and show existing wall material that the sign will be attached to
  - b) Indicate connector type, size, spacing and/or number of connectors.
- Complete building permit application form. If sign is illuminated, electrical permit application is also required.
- If sign is illuminated, sign components and cabinet must be UL listed. Provide location of sign disconnect switch
- Illuminated signs required Title 24 energy compliance. 2022 NRCC-LTS-E compliance form is to be completed for all commercial buildings or multifamily/mixed use buildings 4 stories or greater. 2022 LMCC-LTS-01-E compliance form is to be completed for low rise multifamily or mixed use buildings under 4 stories.

*Note: If an agent for the contractor or owner will be pulling permits, a notarized letter is required authorizing the individual to pull permits on their behalf.*