



## INFORMATION SHEET

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**NO. G-04**

**DATE** : July 9, 2014

**CATEGORY** : General

**SUBJECT** : **Signs**

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**SECTIONS**

**INVOLVED** : San Francisco Building Code - Sections 106A, 3107  
San Francisco Planning Code - Section 602.7  
AB-078 Criteria for Waiving Special Inspection Requirements for Awnings  
and Canopies

**INTENT** : To clarify various procedures on sign permits

**DISCUSSION** :

**Types and Sizes of Signs**

The Planning Department regulates the types and sizes of signage in San Francisco. They may be reached at (415) 558-6377 or at the website <http://www.sf-planning.org/>.

**Obtaining Permits**

To obtain permits to install or erect signs, the applicant shall complete Form 4/7, including the total job cost and submit two sets of plans (minimum size 11x17). All plans shall be signed by the person preparing the plans. Form 4/7 shall be used for all signs including but not limited to signs attached to structures, monument signs and post mounted signs, except where noted elsewhere in this information sheet.

The plans shall indicate the aggregate signage area and shall include a plot plan, proposed front and side building elevations on scaled drawings, the exact location of the sign(s) horizontally and vertically on the building and on the lot, unless painted or other non-structural sign. Sidewalk width and sign construction shall be shown as required. As per San Francisco Building Code Section 11B-202.4 exception 6, there is no requirement for path of travel upgrades or DA checklist associated with the addition or replacement of signs.

Illumination details for sign, marquee etc., and structural details shall also be shown including method of attachment and the construction of the sign. Provide height of sign above ground and the projection in feet from the building.

To obtain an application for permit to remove a sign, applicant will need to fill out Bldg. Form No. 3/8.

**For new buildings, the applicant shall complete Form 3/8, alteration permit and submit 2 copies of a (CMSP) Comprehensive Master Sign Plan.**

If wall sign, provide two sets of sign copy on minimum size 11-X17+paper.

### **Procedures on Sign Permits**

1. Identical signs may be filed with one sign permit application (maximum 5 signs per permit).
2. Different signs (size or type) need to be on different sign permit application.
3. Multiple sign permits may be filed with two identical sets of plans. The multiple signs shall be clearly identified within the plan set to show the following:
  - a. number of signs
  - b. size
  - c. each type
  - d. locations
  - e. installation details

4. Except for advertising sign, removal of any sign, including Business Sign, shall require a letter from owner of premises as per SFBC Section 3107.7 with a completed Form 3/8.

(A Business Sign, as defined in SFBC Section 3107.2, is a sign which directs attention to a business, commodity, service, industry or other activity which is sold, offered or conducted *on the premises upon which such sign is located, or to which it is affixed.*)

5. Removal of advertising sign does not need a letter from owner of premises. A completed Form 3/8 is required.

(General Advertising Sign, as defined in Planning Code Section 602.7, is a sign which directs attention to a business, commodity, industry or other activity which is sold, offered or conducted *elsewhere than on the premises upon which sign is located, or to which it is affixed, and which is sold, offered or conducted on such premises only incidentally, if at all.*)

**Note: Contact the City Planning Department for information and procedures on General Advertising Signs and Business Signs, including notification requirements to the owner of the property on which the sign is located.**

6. A separate Electrical Permit shall be required for any sign electrically powered.

### **Sign as Part of Work in Permit Application Form 3/8 or Addendum**

To document the sign which is part of work if included in an issued Permit Application Form 3/8 or an issued addendum, applicant needs to complete Form 4/7 and includes one set of the approved plans for reference.

**Exemption from Design Professional and Special Inspection Requirements:**

The following types of sign plans may be prepared by Building Designers, Interior Designers, or unlicensed persons without structural calculations or Special Inspection (SEE Administrative Bulletin AB-078):

- Signs that weigh less than 250 pounds, are less than 24 square feet in area, and project less than four feet from the exterior wall.

*Tom C. Hui*

*8/7/14*

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Date

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