



# INFORMATIONAL BULLETIN

**Bulletin No.: 109**

Page 1 of 2

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Chief Building Official

## PLAN SUBMITTAL, INSTALLATION, AND INSPECTION OF ELECTRIC SIGNS AND OUTLINE LIGHTING

### **PURPOSE:**

To identify procedures for designers, contractors, owners, and installers regarding plan requirements, installation and inspection of electric gas tube signs and outline lighting to assure compliance with City and State Codes and Standards.

### **PROCEDURE:**

After permit issuance, required inspections may be scheduled by calling the automated inspection scheduling system at 949-724-6501 or online through the "Building and Safety Services" webpage accessed under the "City Services" drop-down menu selection "Online Building and Planning Services" at [www.cityofirvine.org](http://www.cityofirvine.org). Alternatively, this webpage is accessible directly @ <https://irvinepermits.org/>. Requests must be received by 4 p.m. the working day preceding the day of the desired inspection. Once an inspection is scheduled, an appointment time may be coordinated by calling one of the following inspectors between 6:30 and 7:30 a.m. the day of the inspection: Larry LeVoir at 949-724-6377 or Jeff Zwibel at 949-724-6449.

**Notes:** (1) A qualified representative is required to meet the inspector at the jobsite. (2) Each phase of the system that requires inspection shall be left open and uncovered until approved in writing by the City Inspector. No electric gas tube sign or outline lighting shall be energized prior to inspection and approval by the City of Irvine.

### **PLAN SUBMITTAL REQUIREMENTS:**

1. Elevations and locations of signs or outline lighting.
2. Details showing sign or outline installation.
3. Drawings and calculations for structural loading by engineer.
4. Notes on all plans stating:
  - a) All electric signs shall be listed and labeled.
  - b) All electric signs shall be installed per installation instructions provided with each sign.
  - c) Unless specifically provided for on the approved plans, no structural

components of building may be cut or drilled until reviewed by City Inspector.

- d) All high-voltage connections shall be made with listed products and their instructions.
5. The above requirements are in addition to those required under any applicable City of Irvine sign program.
6. Complete California Building Energy Efficiency Standards (Title 24). Certificate of Compliance form NRCC-LTS-01-E.

### **INSTALLATION, CONSTRUCTION AND INSPECTION REQUIREMENTS:**

1. The installation of all electric signs and outline lighting shall comply with the current edition of the California Electrical Code, Article 600.
2. Approved plans, inspection record card and any installation instructions furnished with the signs shall be on site for all inspections.
3. The contractor shall provide a safe means to inspect all items.
4. Transformer and Transformer enclosures shall be securely mounted to structural members.
5. DO NOT Drill holes larger than 2" in any wood member or plywood sheathing.
6. Tube supports shall be of glass or other non-combustible material.
7. Electrodes, sleeves, and glass stand-offs shall not be painted.
8. All high-voltage connections shall be made with listed products for the applied voltage and location.
9. Access and workspace required by the California Electrical Code 600.21 is required.
10. Do not cut any plywood walls for access without approval by the City of Irvine.
11. All items above shall be inspected and written approval given, before any portion of the sign installation is covered or closed up.
12. California Building Energy Efficiency Standards (Title 24) Certificate of Installation, NRCI-LTS-01-E completed by the contractor at time of installation. Provide signed copy to the City inspector at time of final inspection. **Note:** This form is not to be included with the plan submittal.