



# E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

Please save and upload **PDFs** of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Plan Submission Portal must comply with the E-Plan Submittal Requirements.

- STEP 1:** Select project group: **BUILDING AND GRADING**
- STEP 2:** Select project type: **COMMERCIAL SIGN**
- STEP 3:** Complete the required documents and questionnaire (if applicable) below.
- STEP 4:** Log in to the [Online Plan Submission Portal](#) and enter your project information to begin the pre-application process.
- STEP 5:** Upload your completed PDF documents.

## ADDITIONAL INFORMATION

1. All submissions must comply with the City of Irvine [E-Plan Submittal Requirements](#).
2. Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments, nor will your plan review period begin, until payment has been received.
3. If you are only looking to receive Advanced Plan Check Fees and do not have plan sheets to upload for review yet, upload this completed E-Submittal Checklist and Questionnaire in PDF as a plan document to the Online Plan Submission Portal. Staff will send you the plan check fees, assuming the plans will be submitted at a later date.

## DOCUMENTS

- [Electronic/Digital Signature Disclosure](#)
- [Building Permit Application](#)
- [Commercial Take-Off Sheet](#) (If applicable)
- [Title 24 Sign Lighting Certificate of Compliance](#) (If applicable)
- [Sign Permit Information Sheet](#) (NOTE: Only one set of project plans need to be uploaded to the Portal)
- [Landlord Approval Letter](#) (failure to provide will result in Plan Check Corrections and project delays)

## QUESTIONNAIRE

1. Are any of the proposed signs illuminated?
  - YES; Include Commercial Take-Off Sheet and Title 24 Sign Lighting Certificate of Compliance with your submission
  - NO



COMMUNITY DEVELOPMENT  
Building and Safety

# BUILDING PERMIT APPLICATION

<b>FOR OFFICE USE ONLY</b>	
PLAN CHECK #:	_____
SUBMITTAL DATE:	_____
TARGET DATE:	_____
EXP DATE:	_____

PROJECT ADDRESS		SUITE	GRID NUMBER
TRACT		LOT	UNITS
RESIDENTIAL TRACTS: PRODUCT NAME		PHASE	VILLAGE
PERMIT TYPES APPLIED FOR			
<input type="checkbox"/> RESIDENTIAL BUILDING <input type="checkbox"/> COMMERCIAL BUILDING <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> NON-STRUCTURAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL			

APPLICANT INFORMATION			PROJECT INFORMATION			
APPLICANT/COMPANY NAME			DESCRIPTION OF WORK			
ADDRESS	CITY	ZIP				
CONTACT	PHONE					
EMAIL			RELATED GRADING CASE/OTHER RELATED CASES			
OWNER OF THE PROPERTY			DOES THE SCOPE INCLUDE AN ACCESSORY DWELLING UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ADDRESS			DOES THE PROPOSED USE INCLUDE MEDICAL OR CHIROPRACTIC OFFICES; OR RETAIL OR WAREHOUSE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ADDRESS	CITY	ZIP	OCCUPANCY GROUP(S)	CONSTRUCTION TYPE		
CONTACT			OCCUPANCY CURRENT	PROPOSED		
PHONE	EXT	FAX	CURRENT USE	PROPOSED USE		
TENANT NAME			VALUATION	NO. OF STORIES	SPRINKLERS	A/C
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

**FOR OFFICE USE ONLY: PLAN CHECK FEE SUMMARY**

BUILDING: \_\_\_\_\_ ELECTRICAL: \_\_\_\_\_  
 ENERGY: \_\_\_\_\_ MECHANICAL: \_\_\_\_\_  
 ZONING: \_\_\_\_\_ PLUMBING: \_\_\_\_\_  
 WMPB: \_\_\_\_\_ AUTOMATION: \_\_\_\_\_

**TOTAL PLAN CHECK FEES: \$** \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_ **CUSTOMER #:** \_\_\_\_\_  
 IFAS#: \_\_\_\_\_ EST INITIALS: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ SUB INITIALS: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ TMPL#: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ WMPB#: \_\_\_\_\_

**BY SIGNING BELOW, I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT.**

**EXISTING BUILDINGS**

**CHECK ALL THAT APPLY TO YOUR SCOPE OF WORK**

INT. ALT. \_\_\_\_\_ sq.ft.     DEMOLITION \_\_\_\_\_ sq.ft.  
 EXT. ALT. \_\_\_\_\_ sq.ft.     REPAIR \_\_\_\_\_ sq.ft.  
 ADDITION \_\_\_\_\_ sq.ft.     PARKING LOT \_\_\_\_\_ sq.ft.  
 NO. OF SPACES \_\_\_\_\_

**NEW BUILDINGS ONLY**

**COMMERCIAL: Complete data sheet for multiple buildings.**

TOTAL NUMBER OF BUILDINGS: \_\_\_\_\_  
 TOTAL SQ. FT. OF ALL BUILDINGS: \_\_\_\_\_

**RESIDENTIAL: Complete data sheet for multiple floor plans.**

CHECK ONE:  MODELS     PRODUCTION  
 CHECK ONE:  SFD     DET CONDO  
 CHECK ONE:  ATT CONDO     APT

TOTAL NUMBER OF DWELLING UNITS: \_\_\_\_\_  
 TOTAL SQ. FT. OF DWELLING UNITS: \_\_\_\_\_

APPLICANT SIGNATURE	PRINT APPLICANT NAME	DATE
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# COMMERCIAL TAKE-OFF SHEET

<b>FOR OFFICE USE ONLY</b>	
SUBMITTAL DATE:	_____
PLAN CHECK#:	_____
TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

## ELECTRICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY	CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E4	Lighting Fixtures and Switches		E7	Outlets, Receptacles and Irrigation Controllers	
E4.2	Pole Mounted Fixture With Footing		E7.1	Branch Circuits (including breaker and J-boxes)	
E5.7	<b>Motor, Transformer, Heating/Cooling Appliances and Miscellaneous Equipment (KW, HP or KVA):</b> 0-1		E8	New Illuminated Signs	
E5.7		2-10	E9.3	Temporary Power Poles	
E5.7		11-50	E9.4	Distribution Poles	
E5.7		51-100	E8.2	Time Clock	
E5.7		101-500	E15	Busway/Cable Tray (Amp/Feet)	
E5.7		Over 500	E20	<b>Switchboard/Panelboard:</b> 0-400 Amps	
E6.5	<b>Service/Meter:</b> 0-400 Amps		E20	401-1200 Amps	
E6.5		401-1200 Amps	E20	Over 1200 Amps	
E6.5		Over 1200 Amps	E19	Switchboard Over 600 Volts	
E6.5		Substation Over 600 Volts	E33	Solar System (KW)	

## LOW VOLTAGE:

This submittal is solely for the installation, alteration, or repair of low voltage electrical circuits (operating at less than 50 volts) **AND DOES NOT** penetrate a fire-resistance rated assembly or serve equipment restricting free passage through egress doors (does not require plan review).



# COMMERCIAL TAKE-OFF SHEET

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SUBMITTAL DATE:	_____
PLAN CHECK#:	_____
TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

## PLUMBING ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY	CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
P2	<b>Plumbing Fixtures:</b> Water Closet		P15	<b>Storm Drainage:</b> Rainwater Drain	
P2	Urinal		P15	Subsurface Drainage System	
P2	Shower, Per Head		P15	Sump Pump	
P2	Bathtub or Combo Bathtub/Shower		P16	Interceptor/Clarifier/Separator	
P2	Kitchen Sink		P17	Repair/Alter to Water Piping	
P2	Lavatory or Other Sink		P18	Repair/Alter to Sewer or Waste/Vent Piping	
P2	Drinking Fountain		P20	Lawn Sprinkler System Connection	
P2	Hose Bibb		P21	<b>Water System:</b> Booster Pump	
P2	Floor Drain		P21	Backflow Device	
P2	Floor Sink		P21	Pressure Regulating Valve	
P2	Trap Primer		P21	Other Water Using Device	
P2	Other: (Specify)		P21	<b>Sewer and Waste:</b> Building Drain	
P3	Dishwasher		P21	Sewage Ejector	
P3	Clothes Washer		P21	Backwater Valve	
P4	Garbage Disposal		P21	Manhole	
P5	Building Sewer Connection		P6	Cesspool/Holding Tank	
P12	Water Heater and/or Vent		P7	Private Sewage Disposal System	
P12	Thermal Expansion Tank		P26	Yard Potable Water Dist. (Linear Feet)	
P33	Solar Water Heating		P26	Yard Recycled Water Dist. (Linear Feet)	
P13	<b>Fuel Gas:</b> Gas Outlets		P27	Yard Gas Dist. (Linear Feet)	
P31	Gas Pressure Regulator		P28	Yard Sewer (Linear Feet)	



# COMMERCIAL TAKE-OFF SHEET

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SUBMITTAL DATE:	_____
PLAN CHECK#:	_____
TEMPLATE#:	_____

PROJECT ADDRESS	SUITE NUMBER

## MECHANICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY	CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
M2a	<b>Furnaces:</b> Up to 100,000 BTU/h		M8	Each Register/Outlet/Grill	
M2a	Over 100,000-500,000 BTU/h		M8	Repair/Alter Ducts	
M2a	Over 500,000-1,000,000 BTU/h		M10	Install/Relocate Cooling Coil	
M2a	Over 1,000,000-2,000,000 BTU/h		M11	Install/Relocate Reheat Coil	
M2a	Over 2,000,000 BTU/h		M12	Install/Relocate Electric Strip Heater	
M3	Evaporative Cooler		M14	Incidental Gas Piping	
	<b>Environmental Vent System:</b>		M15	Install/Relocate Suspended Wall/Unit Heater	
M4	Environmental Vent Systems		M16	<b>Heating Appliance:</b> Fireplace	
M4.1	Non-HVAC Vent Systems		M16	Appliance Vent or Chimney, Listed	
	<b>Product Conveying Vent System:</b>		M16	Metal Chimney, Unlisted	
M5	Refrigeration Machinery Room		M17	AC/Refrigerator Compressor hp	
M5	Class H Occupancy		M18a	<b>Air Handling Unit:</b> Up to 2,000 CFM	
M5	Fume Hood		M18a	Over 2,000-10,000 CFM	
M5	Smoke Control System		M18a	Over 10,000 CFM	
M5	Stair Pressurization System		M20	<b>Fire Protection Devices:</b> Fire Damper	
M5	Other: (Specify)		M20	Smoke Damper	
	<b>Commercial Kitchen:</b>		M20	Combo Smoke/Fire Damper	
M6	Type I/II Exhaust Hood		M20	Ceiling Radiation Damper	
M6.1	Vent Hood		M20	Corridor Damper	
	<b>Incinerators:</b>		M20	Smoke Detector, Duct-Type	
M9	Industrial Incinerator		M20	Smoke Detector, Area-Type	
M9.1	Domestic Incinerator				



# SIGN PERMIT INFORMATION SHEET

The City of Irvine Zoning Ordinance requires that all permanent signs and most temporary signs installed within the City receive a Sign Permit prior to installation. The Sign Ordinance or a project specific sign program will regulate signs within the City. Generally, a sign program will exist for any retail center, a site with multiple owners or, a multi-tenant building or multi-tenant site.

## INFORMATION SHEET

- Building Permit Application
- Property owner approval letter
- Check payable to the City of Irvine for Plan Check fees as follows:

Building Plan Check	\$100.80 + \$10.08 Automation fee
Planning Plan Check	\$135.30 per sign type

**NOTE:** After the plans have been approved, you will be assessed additional fees for permit issuance and inspection. Minor charges may apply for microfilming, automation, and state seismic fees.

- Project Plans (three sets, drawn to scale, folded to approximately 8 1/2 " x 14"); plans must include the following:

Location: Show the location of the building(s) on-site in relation to the major cross streets and any other buildings on-site. If the site or building is multi-tenant, identify the location of the specific suite and name of shopping center, if appropriate. Show the ground sign location relative to the curb face. Include a minimum of two dimensions from the curb face of the adjacent roadway(s) to any ground signs on the site.

Wall sign: Show a building elevation with the proposed sign location(s). Show the dimensions of the sign(s) and the length of the building being leased. Include the distance from the ground to the bottom of the sign.

Wall sign specifications: Provide a detail of the proposed sign(s) which depict the dimensions of the sign, maximum letter/logo height, maximum sign length, color of the sign face and returns, type of sign material, and letter style.

Ground sign (of which any portion of the sign is visible from a roadway, including the structure of the sign):  
Provide an elevation (view of the sign) including all measurements identified in Figure 1 (see Page 2).

Ground sign (of which any portion of the sign is NOT visible from a roadway, including the structure of the sign):  
Provide an elevation (view of the sign) including all measurements identified in Figure 2 (see Page 2).

Structural: Provide a separate detail and cross section showing the depth of the sign, structural supports, method of attachment and connections and locations of any other applicable accessories.

Electrical: Provide details showing sign or lighting installation for any electrical sign(s) and outline lighting, and if applicable, drawings and calculations for structural loading, prepared by a registered engineer.

Additional notes to be added to plans (if applicable):

- All electric signs shall be listed and labeled.
- All electric signs shall be installed per installation instructions provided with each sign.
- No structural components of building will be cut or drilled until reviewed by City inspector.
- All high-voltage connections shall be made with listed products and their instructions.

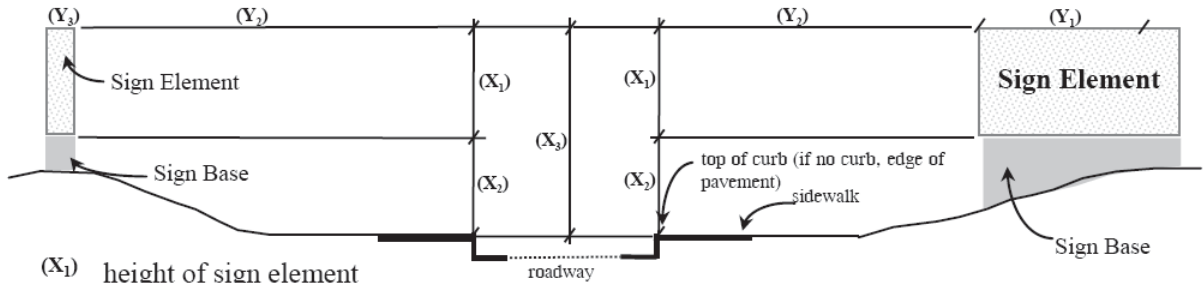
For more information, please see Information Bulletin No. 109 (Revised 04/21/93) on Page 2.

# SIGN PERMIT INFORMATION SHEET

## Figure 1

### Ground Sign Measurements

For any portion of a sign visible from a roadway, including the structure of a sign



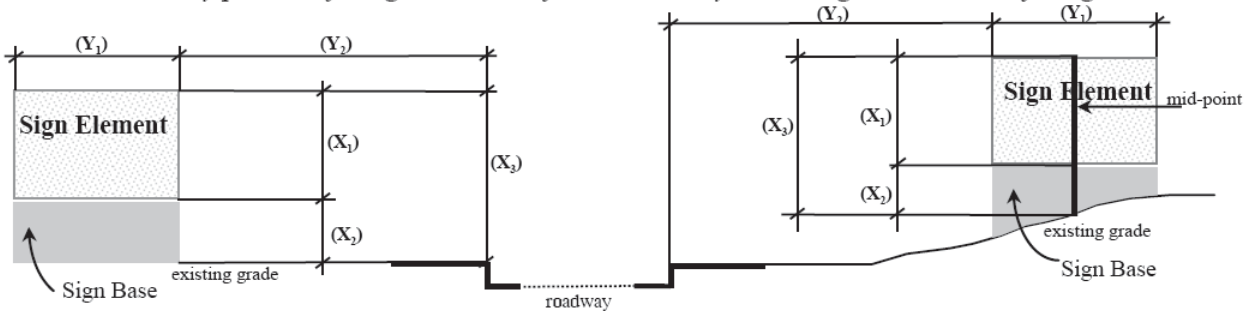
- (X<sub>1</sub>) height of sign element
- (X<sub>2</sub>) height of sign footing
- (X<sub>3</sub>) height of sign from curb
- (Y<sub>1</sub>) length of sign
- (Y<sub>2</sub>) setback from top of curb to sign edge, as measured from highest curb
- (Y<sub>3</sub>) width of sign
- (X<sub>1</sub>)(Y<sub>1</sub>) sign area (If the sign base is an integral part of the sign element, the base is included as part of total sign area. Site address is not considered part of the sign element.)

Note: (1) All internally illuminated cabinet signs shall have an opaque face. Only the sign text or logo graphic shall be illuminated.  
 (2) All signs must be outside of the sight distance triangle.

## Figure 2

### Ground Sign Measurements

For any portion of a sign not visible from a roadway, including the structure of a sign



- (X<sub>1</sub>) height of sign element
- (X<sub>2</sub>) height of sign footing
- (X<sub>3</sub>) total height of sign, from existing grade at mid-point
- (Y<sub>1</sub>) length of sign
- (Y<sub>2</sub>) setback from top of curb to sign edge, as measured from highest curb
- (X<sub>1</sub>)(Y<sub>1</sub>) sign area (If the sign base is an integral part of the sign element, the base is included as part of total sign area. Site address is not considered part of the sign element.)

Note: (1) All internally illuminated cabinet signs shall have an opaque face. Only the sign text or logo graphic shall be illuminated.  
 (2) All signs must be outside of the sight distance triangle.



## COMMUNITY DEVELOPMENT / PUBLIC WORKS

# ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Irvine legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Irvine, is considered to be the true, accurate, and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Irvine's electronically stored copy of any other documents.

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/ Digital Signature Disclosure.

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SIGNATURE

DATE