



City of Hollister
Development Services
Building Division

339 Fifth Street, Hollister, CA 95023
Ph. (831) 636-4355 * Fax. (831)634-4913 email: building@hollister.ca.gov

Sign Submittal Requirements

Drawings Required

- ☐ Electronic Plans in PDF Format (Minimum size 11" x 17")
- ☐ 2 Sets of Hard Copy Plans
- ☐ Planning Approved Set of Plans (Hard Copy)
- ☐ **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, code years, sheet index
- ☐ **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. Elevations of free-standing signs
- ☐ **Anchorage and attachments -**
Provide details and specifications for minimum required sign anchorage and/or attachment methods to footings & footing details, 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.
- ☐ **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 2022 California Green Building Code for the Construction & Demolition Waste Diversion Package.
- ☐ **Structural Calculations –** Electronic Document in PDF format – (when appropriate)

Sign Submittal Requirements Cont'd

Other Documents – 2sets (PDF)

- ☐ **Owner/landlord or property manager approval/acknowledgement**
- ☐ **Certificates of Energy Compliance** – per 2022 California Energy Code for illuminated signs. To obtain the correct forms, visit [EnergyCodeAce.com](https://www.energycodeace.com).

Applicable Construction Codes:

The City of Hollister adopted the following code as of January 1, 2023.

- ❖ 2022 California Building Code
- ❖ 2022 California Residential Code
- ❖ 2022 California Electrical Code
- ❖ 2022 California Mechanical Code
- ❖ 2022 California Plumbing Code
- ❖ 2022 California Energy Code
- ❖ 2022 California Fire Code
- ❖ 2022 California Green Building Code
- ❖ 2022 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.]