

SIGN SUBMITTALS BASIC REQUIREMENTS

The City of Oxnard Building and Engineering Division electronically archives all drawings and documents associated with permits. In order to properly scan and record documents so that the records are legible the documents must comply with the following:

- Submit a minimum of 3 sets of the revised plans along with 2 sets of calculations.
- Text and line work on the plan shall be in black ink on white paper.
- The text shall be black in with a white background;The documents may not have grayscale printing.

Text shall be at least 3/32" in height (1/8" preferred);Text and line work must be crisp and clear and cannot be obscured by shading, color, or other backgrounds

LOCATION MAP

- Show property location with major surrounding streets
- Must show property outlined

PLOT PLAN/SITE PLAN

Plans and specifications shall be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed.

The site plan/plot plan shall have:

- Line work not a photo.
- Drawn to scale and show the complete property or commercial center and all structures.
- Show the location of all proposed signs.
- For free-standing pole signs, monument signs and signs that project out from any structure, show the location of the proposed sign from property lines and other structures or sidewalks.
- The location of any easements or other encumbrances that may affect the placement of the sign.
- If no easements exist please note on plan.
- North Arrow.
- Location and width of adjacent streets, alleys, and sidewalks.
- Dimensioned property boundaries.
- The footprint of buildings and any additional exterior elements on site.
- Partitions of interior tenant spaces if applicable.
- The lineal building, lot, and individual tenant frontage on the principal street.
- Lineal building frontage on a secondary street and/or courtyard.

On the plans, provide:

- Owners, Tenant, and (if applicable) Engineer's names, addresses, and phone numbers of parties associated with the proposed sign.
- Provide the correct address and suite number of the tenant's space on the plans.

Sign Plan Details

- Provide details of each sign showing all dimensions
- Method of construction
- Attachment/anchorage and all connections
- Dimensioned projection of the sign and/or awning into the public right of way
- Calculation of allowed square footage of signs for the site/building based on City Ordinance (City Code 16-595)
- Calculation of the proposed square footage of signs for the site/building
- Calculation of the existing square footage of signs located on the site/building, including window and awning signage

Calculations

- Calculations, plans, reports and details stamped and signed by the responsible design professional.
- Pole, monument signs attached to unreinforced masonry buildings, large blade or other projecting signs, and non-typical signs require engineering.

California Energy Requirements.

- Electrical Plans
- For electrical signs, to show that the sign conforms to title 24 energy calculations

PLANNING REVIEW REQUIREMENTS

SUBMITTAL FORMAT

- 11x17 Required

COLOR RENDERING

- For paint applications: provide a rendering of all sides of the building with the proposed paint colors applied and a key calling out the colors.
- Provide rendering of each proposed sign to include: typeface, height, length, dimensions, square footage, materials, attachment details, and colors of proposed & existing sign(s), including window signage. Specify if a sign is double-sided.
- Provide rendering of each proposed awning to include: height, length, dimensions, materials, and colors of the proposed & existing awnings. If signage is included on awnings provide the typeface, height, length, and square footage of the signage.
- Include connection and/or fixtures for proposed sign lighting, and under awning lighting, if included.

COLOR ELEVATION OF THE BUILDING

- Show all existing signage on the building. Label the square footage and size of the existing building signage and label any signs to be removed.
- Pictures may be used for this requirement if the picture quality clearly shows the building colors, materials, and existing signage.

SUBMITTING

Submitting may be done via email or drop-off. Please visit oxnard.org/building for submitting options and information.