RECOMMENDATIONS/GUIDELINES FOR SIGN PLAN SUBMITTAL

CITY OF RENO
Community Development Department
1 East First Street, 2nd Floor
Reno, Nevada 89501

Minimum Standards for Sign Plans

Plans, specifications and calculations submitted to the Building Official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

1. Structural integrity
2. Life safety assurance
3. Architectural barriers
4. Building Code compliance

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. However, the following is the minimum recommended standard required before the Building Official shall begin the plan review process.

General Requirements

A permit application, which is available at the Community Development Department, must be filled out. Applications should be filled out completely. Plans, calculations and accompanying documents must be presented in a clear, legible and organized manner conducive for plan review. Plans which are prepared by a licensed professional shall be wet stamped, signed, and dated in accordance with NRS 625.140 and 625.565.

Two sets of plans must be submitted. All plans must be submitted in person. No mail-in plans will be accepted. Plans shall be black on white **maximum** size of 42" in length and 30" in height and contain no added "changes" in ink or pencil. There is a **minimum** size of 8 ½ x 11. Colored plans may be included as an extra reference only. Any engineering calculations must be included with plans submitted to the Community Development Department. Plan submittal shall include, but not necessarily be limited to:

1. Site Plan
2. Footing Plan
3. Floor Plan
4. Revision and Standards

1. Site Plan:

Show proposed new sign and project address. Show any existing signs. Show all property lines with dimensions, all streets, and setbacks. Show north arrow. Map quest or similar will not be allowed. Site plans should be drawn to scale.

2. Footing Plan:

Show all footings. Indicate size, location, material and reinforcing. Show all embedded anchoring such as anchor bolts, hold-downs and post bases.

3. Wall Signs or Signs Attached to Buildings:

Include attachment detail which indicates size, type and number of fasteners.

4. Elevations:

Show all views. Show all vertical dimensions and heights.

5. Climatic and Geographic Design Criteria:

a. The minimum basic wind speed shall be 100 mph for a 3 second gust and 85 mph for the fastest mile wind velocity.
b. Minimum snow load shall be 20 lbs. PSF up to 5,500 feet above mean sea level; elevations above 5,500 feet shall be 30 lbs. PSF. NO REDUCTIONS FOR AREA SHALL BE ALLOWED.
c. Ground Snow load is 20 lbs. PSF.
d. Soil Site Class D.
e. Seismic Design Category shall be D.
f. Winter design temperature is 10 f.
g. Air freezing index is 500.
h. Mean annual temperature is 50.
i. Weathering shall be severe.

6. Revisions and Standards:

Revisions: Only those design sheets pertaining to the proposed revision should be submitted.

Standards: It is the responsibility of the principal designer to verify the work is complete and consistent. If the plans do not meet this criteria, the Building Official may take any of the following actions:

a. Provide a complete list of corrections.
b. Increase the plan check fee for additional plan review time required due to a lack of completeness.
c. Return plans unchecked.

This information is not to be construed as a final and/or complete list of requirements, but as preliminary check list for submittal of plans.