

BUILDING INSPECTION DIVISION



April 7, 2008

MEMORANDUM

Bulletin S-01-08

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

RE: Masonry Monument Signs and/or Pole Signs that Include Masonry

A masonry monument sign, or pole sign with masonry work, the primary purpose of the structure being a sign, will only require a sign permit regardless of height. All required inspections, footing, fill cell, etc., will be assigned to the sign permit. Whereas a masonry wall, the primary purpose of the structure being a wall, a part of which having a sign, will require a building permit for the wall and a sign permit for the sign. As example, a perimeter wall around a subdivision with a sign on one panel of the wall will require a building permit and a sign permit. A large entry feature to a shopping center the purpose of which is a sign for the center, will only require a sign permit. Please note, depending on the type/size of structure may require permitting by a building or general contractor.

Pole signs greater than eight (8) feet in height or thirty two (32) square feet in area, and masonry work which is greater than six (6) feet in height, whether being the sign structure itself or being infill around the pole, will require engineering for permitting. Signs less than the sizes noted above will only require a final inspection (unless illuminated). **Please note**, at the time of the final inspection if the sign does not meet the appropriate setbacks the inspection will fail and the sign must be relocated.

Xc: James Schock