



May 20, 2008

**MEMORANDUM**

Bulletin S-03-08

**TO:** All Permit Applicants

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

**RE: Electrical Permit Requirements For Signs**

The purpose of this bulletin is to make you aware of a few changes to our sign permitting process. Those changes are:

1. As you are aware, the electrical connection of an electrical sign (sign with direct illumination) must be performed by an electrical contractor, or an electrical sign contractor, and this work must be permitted and inspected. Previously this always required an associated electrical permit. This associated electrical permit will no longer be required, **if the contractor installing the sign and making the connection is an electrical sign contractor**. In this case a required electrical inspection (number xx) will be added to the sign permit. This electrical inspection must be passed prior to requesting a final sign inspection.
2. There continues to be a problem obtaining final inspections on electrical signs when an associated electrical permit is required and that electrical work is not being contracted/coordinated through the sign contractor. Therefore, in the case where you will not be contracting/coordinating the electrical work, in order for you to transfer the responsibility for completing the electrical work to the owner, for all electrical signs requiring an associated electrical permit, the owner (**not tenant unless permitted by lease or letter of agency**) must sign and have notarized the lower portion of the permit application entitled Notification of Electrical Permit Requirement. A new inspection type 71, Preliminary Final, will be added to the possible inspections. Once your work is complete on the sign, you **may** request the Preliminary Final inspection. All sign related work except the electrical will be inspected. Once passed, this will remove this permit from your 180 day list (outstanding permits). Once the electrical permit is finalized, the computer will automatically final the sign permit.
3. We have changed the **Illumination** field on the sign permit application, if you have selected Direct Illumination, you will now be able to check a box if the sign is "To remain Unconnected". This box is to be checked if the owner does not plan to have the sign electrically connected at the present time or near future. If this box is checked, neither an electrical inspection nor an associated electrical permit will be required. However, if you choose this option you must also have the property owner complete the Notification of Electrical Permit Requirement on the permit application as noted in section 2 above.

**Please note:** Until we reprogram the IVR system (630-0254) you will only be able to schedule the electrical inspection or preliminary final inspection through the internet or calling 630-1100.

**PLANNING and DEVELOPMENT DEPARTMENT**