



## Community Development Department BUILDING & SAFETY DIVISION

100 Civic Plaza, Dublin, CA 94568 • Ph: (925) 833-6620 • [www.dublin.ca.gov](http://www.dublin.ca.gov)

# FREESTANDING AND BUILDING SIGNS

## Purpose

This handout summarizes the requirements for a complete plan submittal for the installation of illuminated and non-illuminated building frontage and freestanding signs. Approval must be obtained from the Planning and Building Divisions before commencing any work.

## Permits Required

A building sign permit is required for the following type of signage installations:

- Any illuminated and non-illuminated building frontage signs, freestanding signs and monument signs.
- Monument signs greater than 6-ft from ground level require engineered structural calculations for the footing design.

**Exemption:** A permit is not required for nonelectric building signs when it meets all the following conditions: (Dublin Municipal Code Section 7.28.310)

- Monument signs less than 8 feet in height
- Does not exceed 3 pounds per square foot
- Does not exceed 4 inches in thickness when fastened flat against the wall of any building
- Sign does not extend above the top of the wall of the building

**Note:** Signs exempted by the Building Division still require approval from Planning!

## Approvals

### Planning

Staff reviews plans for conformance to zoning regulations, location to building, setback to property lines, size, height, colors, etc. Obtain Planning Division clearance prior to the installation or replacement of any sign or contact them at **(925) 833-6610**.

### Dublin San Ramon Services District

Approval must be attained from **DSRSD** prior to issuance of the City Building Permit. To apply, visit: [https://selfservice.dsrsd.com/EnerGov\\_Prod/SelfService#/home](https://selfservice.dsrsd.com/EnerGov_Prod/SelfService#/home). If this is the first time visiting the site,

you will need to sign up for an account. You can find the instructions here: <https://www.dsrsd.com/do-business-with-us/development-and-construction> under DSRSD Requirements "How to register" and "How to apply for review". Please contact DSRSD directly for additional information and questions by email at [plansubmittals@dsrdsd.com](mailto:plansubmittals@dsrdsd.com) or by phone at **(925) 828-0515**.

### Building

Staff reviews plans for conformance to the building and electrical codes for structural and framing attachments, electrical connections, grounding, listed materials, etc.

### Public Works

Staff reviews plans to confirm location of signs to existing and future street right-of-way lines and sight distance at driveways (for freestanding signs only).

## Plan Submittal Instructions

- To submit for a permit the following information must be completed electronically through <https://dublincaenergovweb.tylerhost.net/apps/selfservice#/home>.
  - Please request via [permits@dublin.ca.gov](mailto:permits@dublin.ca.gov) a copy of the instructions to submit and upload your plan submittal.
  - A completed permit application worksheet. [Permit Application Form](#)
  - Plans shall be designed by a professional architect or engineer.
  - Contractor's City of Dublin Business License must be current.
- Completed and signed Title 24 Sign Lighting forms.
- Structural calculations prepared by a licensed professional engineer (as applicable).  
**Note:** All monument signs greater than 6-ft, and frontage signs meeting all the conditions below shall require an **engineered design**.
  - Sign is greater than 2-ft in height;
  - Sign placed higher than 12-ft above walking surface; and
  - Sign is heavier than 20 lbs.

## Minimum Plan Requirements

**Cover sheet** - job address; name, address, and phone number of business owner, contractor and contact person; name, address and phone number, title and registration information of project design professional.

**Site plan** - location of freestanding sign on lot relative to building, property lines and right-of-way; location of building's frontage sign in relation to shopping center.

**Elevations** - depict size, material, overall height from adjacent grade (for freestanding sign); exact position of building frontage sign on exterior walls, including width, height of sign and height dimension above standing surface.

**Colored renderings** - provide rendering drawings including description of type, size, and material specifications.

**Sign Specifications** - cross section of freestanding and building frontage signs specifying footing design, structural attachment to exterior wall, supporting data on the weight of the sign; identification of transformer, means of disconnect, grounding, conduit material, listing identification.

## Design Criteria

The City of Dublin has adopted the following codes and amendments:

2025 California Building Code

2025 California Mechanical Code

2025 California Electrical Code

2025 California Plumbing Code

2025 California Fire Code

2025 California Wildland-Urban Interface Code

2025 California Energy Code

2025 California Green Building Standards Code

Wind load design factor:  $V_{ult} = 92$  mph, exposure based on geographical location

Seismic design category: D<sub>2</sub>

Climate Zone: 12

<https://dublin.ca.gov/148/Currently-Used-Codes>

## Plan Check Time

Sign permits are typically reviewed within 2 days. For signs with an engineered design please allow for 10 working days on first submittal and 6 days for any additional submittals.

## City Business License

Contractor's business license must be valid with the City. Applications and renewals will be through the HdL Portal: <https://dublin.hdlgov.com/>

For business license assistance please email or call the following:

- Email Support: [Dublin@HdLGov.com](mailto:Dublin@HdLGov.com)
- Phone Support: (925) 359-2952

## Permit Issuance

The following will be required at time of permit issuance:

- Proof of current contractor's license / business license / Worker's Compensation insurance (for contractors only)
- Proof of tenant City business license
- Outstanding building fee payment

Please print the necessary documents (permit record, approved forms, all stamped construction documents, and inspection record card).

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file. The third set will be forwarded to the County's Assessor's Office.

## Inspections

When you are ready for your inspection(s) please do so from your project in CSS.

Online inspections can be scheduled each day up until 5:00 AM the day of your inspection. The inspection record card, the permit and all required energy form(s) must be presented to the City Building Inspector before each inspection.

Please note, when inspectors schedule their routes each morning (Mon-Fri) the applicant will receive an email notification with the start time of the 2-hour inspection window. If you do not receive an email notification, your 2-hour inspection window will start at the time of the inspection slot you scheduled (8 AM or 11 AM).

## Questions

Contact the **Building & Safety Division** at **(925) 833-6620** for inquiries on plan check submittal and building fees. The valuation cost is necessary to provide estimates on fees.