INFORMATIONAL BULLETIN

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Chief Building Official

PLAN SUBMITTAL, INSTALLATION, AND INSPECTION OF ELECTRIC SIGNS AND OUTLINE LIGHTING

PURPOSE:
To identify procedures for designers, contractors, owners, and installers regarding the installation and inspection of electric gas tube signs and outline lighting to assure compliance with City and National Codes and Standards. The following is a guide for plan submittal, construction, installation, and inspection.

PROCEDURE:
After permit issuance, required inspections may be scheduled by calling the automated inspection scheduling system at (949) 724-6501 or by way of the "Online Building & Planning Services" at www.cityofirvine.org. Requests must be received by 4:00 p.m. the working day preceding the day of the desired inspection. Once an inspection is scheduled, an appointment time may be coordinated by calling one of the following inspectors between 6:30 and 7:30 a.m. the day of the inspection, or by leaving a message the preceding day: Larry LeVoir at (949) 724-6377 or Chuck Bailey at (949) 724-6569.
Notes: (1) A qualified representative is required to meet the inspector at the jobsite. (2) Each phase of the system that requires inspection shall be left open and uncovered until approved in writing by the City Inspector. No electric gas tube sign or outline lighting shall be energized prior to inspection and approval by the City of Irvine.

PLAN SUBMITTAL:
The following is required on all plans for electric signs and outline lighting:

1. Elevations and locations of signs or outline lighting.
2. Details showing sign or outline installation.
3. Drawings and calculations for structural loading by engineer
4. Notes on all plans stating:
   a) All electric signs shall be listed and labeled.
   b) All electric signs shall be installed per installation instructions provided with each sign.
   c) No structural components of building may be cut or drilled until reviewed by City Inspector
   d) All high-voltage connections shall be made with listed products and their instructions.
5. The above requirements are in addition to those required by the City of Irvine's sign program.

INSTALLATION. CONSTRUCTION, AND INSPECTION

The following applies to all neon type lighting, signs or outline lighting.

1. The installation of all electric signs and outline lighting shall comply with the current edition of the California Code, Article 600.
2. Approved plans, inspection card and any installation instructions furnished with the signs shall be on site for all inspections.
3. The contractor shall provide a safe means to inspect all items.
4. Transformer and Transformer enclosures shall be securely mounted to structural members.
5. DO NOT Drill holes larger than 2" in any wood member or plywood sheathing.
6. Tube supports shall be of glass or other non-combustible material.
7. Electrodes, sleeves, and glass stand-offs shall not be painted.
8. All high-voltage connections shall be made with listed products for the applied voltage and location.
9. Access and workspace required by the California Electrical Code 600.21 is required.
10. Do not cut any plywood walls for access without approval by the City of Irvine.
11. All items above shall be inspected and written approval given, before any portion of the sign is covered or closed up.