



City of Santa Monica Building and Safety Division

Sign Inspection Guide

This list is to be used as a general guide.
It is not inclusive of all code requirements and inspection criteria.
per the California Electrical Code (CEC)

California Codes available at www.bsc.ca.gov

- VERIFY THE PHYSICAL SIZE OF THE SIGN MATCHES THE APPROVED PLANS.
 - VERIFY ANCHORAGE FOR SIGN IS PER APPROVED PLANS.
 - VERIFY THE PENETRATIONS OF THE BUILDING EXTERIOR ARE SEALED.
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- A power supply enclosure and all letters or logos are sections of a sign. [CEC 600.2]
 - All sections of a sign are required to be listed and labeled. [CEC 600.4]
 - The listing labels or markings are installed where visible when servicing sign. [CEC 600.4]
 - A 20 amp branch circuit that supplies no other load is required to supply an outlet in an accessible location at each entrance to each tenant space of the building. [CEC 600.5]
 - Circuit breaker supplying power to sign circuit is labeled CEC article 110.22.
 - Sign controller (timer clock) is labeled. CEC 110.22
 - An operable switch or circuit breaker disconnect is located within sight of the sign shall be lockable in the open position. [CEC 600.6(A)1.
 - Signs and metal equipment of outline lighting systems shall be grounded. [CEC 600.7]
 - Live parts, other than lamps, shall be in an enclosure. Transformers and power supplies provided with integral enclosure, including a primary and secondary circuit splice enclosure, shall not require an additional enclosure. [CEC 600.8]
 - Enclosures shall be arranged to drain [CEC 600.9], protected from corrosion, made of metal (or shall be listed) and of sufficient strength and rigidity. [CEC 600.8]
 - Signs shall be located as to be protected from physical damage and not adjacent to combustible construction (within 2"). [CEC 600.9]
 - Ballasts, transformers, and electronic power supplies shall be accessible and be securely fastened in place. [CEC 600.21(A)]
 - Working space is required to be 3ft high, 3ft wide, 3ft deep at each ballast, transformer, and electronic power supply or at its enclosure. [CEC 600.21 (D)]
 - In attic and soffit spaces an access door is required to be minimum 3 feet by 22 ½" and a passageway of minimum 3 feet high and 2 feet wide with a permanent walkway at least 12 inches wide. [CEC 600.21 (E)]
 - Above suspended ceilings, enclosures are securely fastened in place and not dependent on the suspended ceiling grid for support. [CEC 600.21 (F)]
 - No power cords above suspended ceilings. [CEC 600.21 (F)]
 - Signs and outline lighting systems supplied by Class 2 transformers, power supplies, and power sources shall comply with CEC 600.24.
 - Photo control and automatic time switch (or astronomical time switch) and NRCI-LTS-01-E required per California Energy Code 130.3(a) (NRCC-LTS-E compliance at design).