



Development Services Department
Building Inspection Division
311 Vernon Street
Roseville, California 95678-2649

SIGN INSPECTION PROCEDURES

ATTENTION: PERMIT APPLICANTS, SIGN CONTRACTORS, SIGN INSTALLERS

The City of Roseville requires the following procedures for sign permit inspections:

- ✓ The sign installer shall schedule the sign inspection through the online scheduling system at <https://permitsonline.roseville.ca.us> **before 11:30pm, at least one day before** the inspection is to occur.
- ✓ On the day of the scheduled inspection, the installer may call the assigned inspector between 7:30am and 8:00am (916-774-5332) to arrange a time window to meet at the jobsite.
- ✓ Access to the sign and electrical system must be provided in the form of an appropriate ladder or lift for inspection purposes.
- ✓ During this inspection, the method of attachment to the building or structure, the entire electrical system, **and** conformity to the approved plans will be checked. Typically this will be the only required inspection** but is subject to change at the field inspector's discretion.
- ✓ If additional work is required to install the electrical circuit to the existing sign j-box, it shall be included with the sign permit application and will be inspected along with the above.
- ✓ If the electrical circuit to the sign j-box is to be done separately, an additional electrical permit shall be acquired by a certified electrical contractor and inspected **prior to** final approval of the sign permit.
- ✓ Inspector final approval sign-off of the sign permit will be held until **all** requirements are satisfied.

**Monument signs typically require setback and footing inspections and may also require additional inspections.

Should you have any questions, please contact the City of Roseville Building Division at (916) 774-5332