



## PLANNING AND DEVELOPMENT SERVICES

MAYOR: David H. Bieter | DIRECTOR: Derick O'Neill

### Planning & Development Services Building Division Policy

**Title:** Electrical Inspection of Signs Policy

**Code Name:** 2017 *National Electrical Code*

**Code Sections:** Article 600 Electric Signs and Outline Lighting, 600.3, 600.4(D), 600.6, 600.6 (A)(1), 600.6 (A)(2), 600.21(D), 600.21(E)

**Code Language (portions):**

For all code language, reference the code book.

**600.3 Listing.** ...signs, shall be listed, provided with installation instructions, and installed in conformance with that listing,...

**600.4 (D) Visibility.** ...listing and labels shall not be required to be visible after installation but shall be permanently applied in a location visible during servicing.

**600.6 Disconnects.** ...branch circuit(s) supplying a sign,... shall be controlled by an externally operable switch or circuit breaker that opens all ungrounded conductors...

**600.6 (A)(1) At Point of Entry to a Sign.** The disconnect shall be located at the point the feeder circuit or branch circuit(s) supplying a sign or outline lighting system enters a sign enclosure,...

**600.6(A)(2) Within Sight of the Sign.** The disconnecting means shall be within sight of the sign...it controls. Where the disconnecting means is out of the line of sight from any section that is able to be energized, the disconnecting means shall be lockable in accordance with Article 110.25...

**600.21(D) Working Space.** A working space at least 3 ft. high x 3 ft. wide x 3 ft. deep shall be provided at each ballast, transformer, electronic power supply, and Class 2 power source or at its enclosure where not installed in a sign.

**600.21(E) Attic and Soffit Locations.** ...provided there is an access door at least 36 in. x 22 ½ in. and a passageway of at least 3ft high x 2ft wide with a suitable permanent walkway at least 12 in. wide extending from the point of entry to each component...

**Scope of Policy:** To establish electrical installation requirements and field inspection procedures and requirements for signs.

**Policy:** This policy requires that all signs connected to electrical energy shall have a minimum of two electrical inspections. A rough-in inspection shall be required at time of installation (with proper access) and a final inspection shall be required when all work is complete. It is the responsibility of the contractor to request inspections and to provide inspectors with appropriate access to work where needed, such as ladder or lift to inspect the permitted electrical work. Any applicable building inspections required for construction or installation of signs shall be requested separately under the building permit.

**Intent:** The intent of this policy is to establish required inspections and to ensure adequate access to electrical sign equipment for field inspectors. The increasing use of LED lighting technology, creative electrical sign design, and new electrical code regulations have resulted in a need for inspectors to access work (before being covered) through soffits to inspect listing and labeling (indicates compliance with appropriate standards or performance in a specified manner), disconnects, ballasts, drivers and wiring. Listing and label standards are beginning to allow some sign parts to be labeled on the interior, rather than the exterior of the sign. To assist the electrical inspector, an electrical rough-in inspection needs to be performed prior to the soffit being concealed. The rough-in inspection will allow electrical inspectors to view these labels before the work is completed and covered. A final electrical inspection is then to be requested for the remaining work and to close out the electrical permit. Any applicable building inspections required for construction or installation of signs will need to be requested separately under the issued building permit and be conducted by a building inspector.

  
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Daryl DeGrange  
**Chief Electrical Inspector**

  
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Jason Blais  
**Building Official**

  
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Effective Date

\_\_\_\_\_  
Date Retired

