

## ***TUSD Fact Sheet for Obtaining Sign/Marquee Approval***

### ***I. Signs and marquees***

#### ***a. All signs/marquees, should conform.***

##### ***1. Required Approvals:***

- a. ***Site Principal***
- b. ***Facilities Development Department***  
Phone: 830-3245  
FAX: 830-3249  
E-Mail: [bcarter@tusd.net](mailto:bcarter@tusd.net)
- c. ***Maintenance Department***  
Phone: 830-3265  
FAX: 830-3259  
E-Mail: [anthonyflores@tusd.net](mailto:anthonyflores@tusd.net)
- d. ***Technology Department***  
Phone: 830-3282  
E-Mail: [tquiambao@tusd.net](mailto:tquiambao@tusd.net)

##### ***2. Type of Signs/Marquees that May be Considered***

- a. Commercially manufactured signs such as Tracy Signs, Stewart Signs, etc.
- b. If the sign is to be built it must comply with DSA regulations, construction plans should be submitted to Facilities Dept. for review and determination whether the sign must go to DSA for approval.

##### ***3. Location Considerations***

- a. Must not conflict with future facility or construction plans;
- b. Does not create means of access to buildings, fences, walls, or other structures;
- c. Does not interfere with fire access roads;
- d. Does not interfere with utility access;
- e. Must be located on district property (i.e. not in City right-of-way);
- f. Does not interfere with traffic sight lines at all street approaches to the site.

##### ***4. Sign/Marquee Size***

- a. Signs must be less than 8 feet above grade, those exceeding 8 feet require DSA compliance review for structural safety and handicap access compliance.

##### ***5. Division of the State Architect Review (DSA).***

- a. Facilities Development will determine if DSA review is required as triggered by use, size (unit exceeds 8 ft. height), and location;

- b. All submittals to DSA must be prepared by a California-licensed design professional (architect or engineer) in accordance with Part 1, Title 24, Section 4-316;
- c. The Facilities Development Department will assist with DSA review coordination;
- d. School Site will be responsible for all fees associated with DSA approval;

**6. Other Considerations**

- a. Costs:
  - i.* The district does not fund or install signs/marqueses;
  - ii.* Sign/marquee manufacturer costs, shipping, tax, installation of sign, data cabling and electrical (including trenching) installation at prevailing wage.
  - iii.* If DSA approval is required; cost for inspection, testing, engineering, construction management and DSA review fees and DSA closing costs.
- b. The technology department requires that the sign have both wireless antennae and hard wire installation.
- c. Contractor considerations:
  - i. Must have a valid Contractor's State License (CSLB);
  - ii. Must have valid insurance.
- d. Prevailing wage considerations for any project over \$1,000 (includes sign and labor):
  - i. All labor must be at prevailing wage;
  - ii. Prevailing wage language must be included on all bids/quotes/proposals from the manufacturer/installer (see form SB 854 attached to this sheet);
  - iii. Prevailing wage language must be on all purchase orders with labor;
  - iv. All contractor/installer must be registered with the Department of Industrial Relations (DIR);
  - v. All contractors/installers must submit Certified Payrolls to the CA State Labor Commissioner, DIR
  - vi.* All projects will be registered with the DIR by the Facilities Dept.

**II. Procedure**

- a. See sign marquee requirements above;
- b. If you are ready to proceed, contact Facilities to:
  - i. Set up site location meeting (facilities will invite appropriate personnel from maintenance and I/Set);
  - ii. Review project;
  - iii. Have sign specifications prior to meeting.