

Signage | Displays | Art Work Permit Requirements

Permit submittals shall include manufacturers' information specifying evidence of flammability requirements.

Floor plans and elevation details indicating sign locations shall be submitted.

Description		Building & Fire-Code Flammability Requirements	Structural Requirements	Permit Submittal Requirement	Approved Materials
Plastic signs - combustible	Light Transmitting	Shall meet IBC 2606.4 & 2611 In all occupancies other than, non-publicly accessible F, S, H and U; all materials must also meet a class B minimum fire rating per IBC 803.1.1 or meet a minimum V-0 rating when tested in accordance with UL 94.	Installation details stamped by a licensed design professional.	Shall include manufacturer's information specifying evidence of meeting the flammability requirements. Floor plans and elevation details indicating sign locations shall be submitted.	<ul style="list-style-type: none"> <li>• Fire-retardant-treated wood as defined by IBC Ch 2 under treated wood.</li> <li>• Plastics meeting the requirements of IBC 2606.4. Examples: Sintra, Lexan, Makrolon. Note that not all thicknesses/types of these manufactures' plastics meet 2606.4 requirements. In all occupancies other than, non-publicly accessible F, S, H and U; all materials must also meet a class B minimum fire rating per IBC 803.1.1 or meet a minimum V-0 rating when tested in accordance with UL 94.</li> </ul>
	Non-Light Transmitting	Shall be comprised of an approved materials listed in this document or meet the provisions of IBC Chapter 26	Shall include installation details stamped by a licensed design professional and floor plans indicating locations.	Shall include manufacturer's information specifying evidence of meeting the flammability requirements. Floor plans and elevation details indicating sign locations shall be submitted.	
	Foam Plastic	Shall meet a Class A or B flame spread in accordance with ASTM E-84 or UL 723 per IBC 803.1.1.	Shall include mounting/support details.	Shall include manufacturer's information specifying evidence of meeting the flammability requirements. Floor plans and elevation details indicating sign locations shall be submitted.	
Non-combustible signs	All types		Shall include installation details stamped by a licensed design professional.	Shall specify the non-combustible materials used for the signs. Floor plans and elevation details indicating sign locations shall be submitted.	<ul style="list-style-type: none"> <li>• Noncombustible materials as defined by IBC Ch 7 section 703.5.</li> </ul>
Fabric banners		Meet the acceptance criteria for NFPA 286 per the '2015 International Building Code (IBC) section 803.1.2.1 or meet the NFPA 701 or NFPA 289 requirements of section 806.4	Suspension/attachment details stamped by a licensed design professional must be submitted.	Shall include manufacturer's information specifying evidence of meeting the flammability requirements. Floor plans and elevation details indicating sign locations shall be submitted.	<ul style="list-style-type: none"> <li>• Foam plastic signs or other uses meeting a class A or B flame spread in accordance with ASTM E-84 or UL 723 per IBC 803.1.1.</li> </ul>
Art/displays		Shall consist of one of the approved materials. See approved materials.	Structural details stamped by a licensed design professional required unless justifiable evidence is submitted that art or display poses no risk to the structure (excessive loading, etc.) or occupants in the case of collapse in a seismic or fire event.	Shall include manufacturer's information specifying evidence of meeting the flammability requirements. Floor plans and elevation details indicating sign locations shall be submitted.	<ul style="list-style-type: none"> <li>• If made of wood a listed intumescent paint or varnish can be applied that will meet a maximum flame spread of 25 or less when tested in accordance with ASTM E-84. The application process will require special inspections to assure that the manufactures requirements are being met to achieve the required maximum flame spread.</li> </ul>
Exterior signs	All Types: permit required; 2018 ILA compliance.	None required	Shall include installation details stamped by a licensed design professional.	Site plan and exterior wall elevation plan (if affixed to an exterior wall). The site plan must indicate distances to right of ways if applicable.	

## Signs, Displays, & Art Exempt from Permit:

1. Sandwich board & easel type signs that are a maximum 12 sqft for each sign face made of noncombustible materials or of an approved material listed above.
2. Foam plastic signs or other foam plastic uses not greater than 18 sqft meeting a class A or B flame spread in accordance with IBC 803.1.1.
3. Materials having a thickness less than 0.036 inch (0.9 mm) applied directly to the surface of walls or ceilings.
4. Textile, fabric, and vinyl wall or ceiling coverings attached directly to the wall by mechanical means (or approved alternative method) and that meets the flammability requirements of '2015 IBC sections 803.1.2, 803.1.3, & 803.1.4 or a class A material in accordance with 803.1.1.
5. Non-light transmitting plastic signs that are a maximum 18 sqft and are mechanically fastened (or approved alternative method) to a wall surface, 20 pounds maximum, comprising of approved materials.
6. Signs and displays or similar items placed on meeting/conference room walls weighing less than 50 pounds, consisting of approved materials and are mechanically attached (or approved alternative method) to wall structure.
7. Art or displays having a base resting on the floor that is a maximum 6' high and weighing a maximum of 200 pounds that have a center of mass located 4' or less above the floor, consisting of approved materials. The placement locations must be approved by ABD or the Fire Departments through a permit or annual permit process.
8. Temporary suspended banners not exceeding 50 sqft that are installed for 4 weeks maximum and consist of with materials meeting the acceptance criteria of NFPA 296 per the International Building Code (IBC) section 803.1.2.1 or NFPA 701 per IBC 806.3. Textile & vinyl shall meet IBC 803.1.3 or 803.1.4.
9. Art or displays in cabinets or on shelf's that are a maximum 6' tall and made of approved materials. The cabinets or shelves must have a center of mass located 4' or less above the floor. This must be approved through a permit or annual permit process.

Temporary signs, art, and banners intended to be placed/installed for less than 6 months may be granted some exceptions based on locations and specific conditions. The exception must be sought in writing to the ABD.

**The exemptions above are considered based on a Port Authority such as F & I Architecture treating these similar to a standard and establishing some sort of enforcement/verification system or process that the ABD & the Fire Department could do periodic checks with a responsible Port Authority representative to assure the exemption requirements are being met.**

An annual permit process may be established for the Ports Sign Shop which will simplify and expedite the permit process and help to promote code compliance.

An annual permit process may also benefit the ADR team, F & I Art team, and other stake-holder tenants.