

Informational Letter #0004-2004

Canopy

Effective April 5, 2004

Revised 11/2/11

CODE REFERENCES:

Sign Code. Section 4603(b): Marquee Sign - Marquee shall mean a sign attached to or hung from a canopy or covered structure projecting from and supported by a frame or pipe support extending beyond a building.

International Building Code 2006: Chapter 2 Definitions. Canopy: An architectural projection that provides weather protection, identity or decoration and is supported by the building to which it is attached and at the outer end by not less than one stanchion. A canopy is comprised of a rigid structure over which a covering is attached.

International Building Code 2006: Section 3105.2. Awnings and canopies shall be designed and constructed to withstand wind or other lateral loads and live loads as required by Chapter 16 with due allowance for shape, open construction and similar features that relieve the pressure or loads. Structural members shall be protected to prevent deterioration. Awnings shall have frames of non-combustible material, fire-retardant-treated wood, wood of Type IV sizes, or 1-hour construction with combustible or non-combustible covers and shall be either fixed, retractable, folding or collapsible.

Sign Code. Section 4605(11): Signs not exceeding 200 square feet that are painted on the face of a building no higher than the roof line and that form an integral part of a canopy or marquee entrance and state only the street number, name of the proprietor and the name of the premises therein, provided that the number of such signs shall not exceed the number of vehicular entrances for such premises, and provided, further, that such signs shall be counted as marquee signs for purposes of Section 4611(b)(1).

International Building Code 2006: Chapter 2 Definitions. Marquee. A permanent roofed structure attached to and supported by the building and that projects into the public right-of-way.

POLICY CLARIFICATION:

A building permit must first be secured for a canopy prior to issuance of a sign permit. You must provide a copy of the building permit along with your sign permit application and design drawings. Sign Administration will not charge a construction permit when a building permit has been issued.

Signs on an entrance canopy that protrudes over the city right-of-way shall be classified as marquee signs and must comply with Section 4605(11) in order to be considered exempt from sign permits. A building permit however is still required.

Signs placed on a gasoline canopy are to be classified as wall signs. The canopy wall signs may continue to have more than one (1) face in keeping with previous policies.

Revised 11/2/11 due to the change in the Building Code from 2000 to 2006