DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division

REQUIREMENT / PROCEDURE			09-RP-006
Subject:	Illuminated Signs Inspection Procedure/Agreement		
Effective Date:	04/20/2009	**Revised Date:**	

PROJECT DATA

Project Name:	**Project address:**
Sign Contractor:	**Contact/Phone#:**

SIGNS BEARING AN APPROVED LISTING LABEL

The National Electrical Code requires that **ALL** ILLUMINATED SIGNS installed have a listing label on each letter and the label of the manufacturing company that made the sign on the first component/letter of the sign, in addition to the listed label.

The sign manufacturer must be certified to manufacture signs by a nationally recognized testing laboratory (NRTL) such as; UL, CSA, ETL, etc.

The testing laboratory standards require the labels to be installed on the signs in the shop NOT in the field.

SIGNS *NOT* BEARING AN APPROVED LISTING LABEL

Signs that do not bear a listing label will need a Field Evaluation. The installer, manufacturer, building owner, or other interested party should contact UL at 1-877-UL-HELPS, menu option #2 for field evaluations. Once the contract is executed by UL's customer service staff, the local UL engineering or technical staff is assigned to perform the evaluation will schedule the work and notify the Authority Having Jurisdiction (AHJ) shown on the service authorization.

Make sure that the person requesting the Field Evaluation specifies the AHJ. The AHJ will be notified as to the date of the Field Evaluation and be given the opportunity to attend if desired. The customer will be provided with a copy of UL's final report. THE AHJ will be provided with a status report from the UL representative.

Once the evaluation is completed, compliant equipment will be labeled with a field Evaluated Product Mark shown on page 34 of the 2007 UL White Book. The Mark will give the product catalog number and the date of the evaluation.

If the product was eligible for Listing at the factory but simply not labeled, UL will do a Field Inspection. In that instance, if the product is found to comply by UL staff, the actual Listing Marks would be applied to the product, but only in the presence of a UL representative. Listing Marks should never be sent by the manufacturer to the installer in the mail.

Detach this portion and return signed form to the Building Safety Division

Permit Number **Project Name**

I have received and read the procedure for Illuminated Sign Inspection Procedure/Agreement and understand that, as the owner and/or authorized agent, I am responsible for full compliance with all City of Goodyear requirements and procedures

The sign(s) to be Installed under the above referenced permit meets all of the listing requirements

Print Name of Representative (Sign Company) / Signature/Date

I agree to comply with the above specified requirements for sign(s) bearing a listing label

Print Name of Representative (Sign Company) / Signature/Date

Prepared By: **Autumn Hartsoe** **Building Inspection Supervisor**	Approved By: **Ed Kulik** **Chief Building Official**