

(Date)

(To: Name & Address)

(Re: Optional)

Dear (xxx) or To Whom It May Concern:

Our company recently applied for a sign permit to install (xxx) at (1234 XYZ Street) for (xxx). We've been informed that a sign design or plan that is Sealed by a (your state) licensed engineer or architect will be required for this sign permit, based on the application of the provisions of the International Building Code.

We are writing to inquire if the (town, township, city, borough, county) will consider waiving this requirement, for this particular application, for the following reasons (choose any or all):

- the sign project is a routine, minor installation;
- this type of sign has been routinely installed for years without the necessity of a sealed plan;
- requiring a plan in this case will not increase public safety, since the installation is so common and routine;
- adding a seal will not change the professional standards applicable to this installation;
- you have installed these types of signs safely for years based upon professional industry standards and practices;
- the cost of this sign project is minor, reflecting the degree of difficulty in the installation; the cost of obtaining a Sealed plan nearly equals the cost of the actual project as a whole; this does not seem reasonable; requiring a Sealed Plan would be overkill in terms of a cost/benefit analysis;
- this is the type of job where engineering standards are not critical – it is a (small sign, low to the ground sign, existing steel will be re-used that was previously approved by the town);

We would be glad to share with the (town, township, city, borough, county) examples of similar sign projects that we have completed without the need of a Sealed plan.

In regard to our waiver request, we wish to respectfully point out that the IBC does not absolutely require plans prepared by a design professional, and that you are asking that this particular project be considered under the Exception contained in the IBC (see the IBC text below).

In addition, we would like to inquire if a statute or ordinance has been passed in (town, township, city, borough, county) requiring that construction documents be prepared by a registered design professional. If there has not been specific legislation, our suggestion is that the plans do not have to be sealed pursuant to the IBC. In any event, an Exception is within the powers of the (town, township, city, borough, county) to grant.

2012 International Building Code

Section 106.1

106.1 Submittal documents. Construction documents, statement of special inspections and other data shall be submitted in one or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

Thank you very much for reviewing our request for an Exception/waiver, and please contact me with any questions or to discuss our sign permit application.

Sincerely,

(Your name and title)