

# ONT Tenant Signage Standards



**LA/Ontario International Airport**

Prepared by  
Airports & Facilities Planning Division  
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# General Information



*Los Angeles  
World Airports*

**LA/Ontario International Airport**



People looking for destinations and information require signs—text and graphic elements to guide them. In a civic environment such as LA/Ontario International Airport (ONT), signs identify traffic routes, buildings, facilities and activities. These are all elements which communicate information.

Graphic elements are an integral part of the visual landscape at ONT—the image over-lap of two and three dimensional forms together make up our civic architecture. It is important that these elements, which identify and inform, be visually integrated to their site and structure.

The ONT Tenant Signage Standards are designed to promote a well-integrated, complete signage program that will help the public use the airport efficiently and with a minimum of confusion. These standards cover both exterior as well as interior signage for all of the property under the jurisdiction of Los Angeles World Airports (LAWA).

These Standards will function as an efficient reference source, while at the same time promote tenant signage that is attractive and utilizes colors and materials that are compatible with its surroundings.

Please note that these Tenant Signage Standards are not applicable to concession signage. For that information refer to LAWA's Concession Design Guidelines document dated August 2006.

### **Intent of Tenant Signage at ONT**

Tenants are encouraged to be expressive and imaginative when designing signs to aid the public in using airport facilities efficiently and with a minimum of confusion. In short, the acceptable criteria for each sign is that it address the immediate needs of airport users.

The intent of signage is to provide adequate direction so that the sign systems will:

1. Provide an effective source of needed information.
2. Maintain quality of design that is compatible with the aesthetics of ONT. Great importance is placed on good taste, originality and fine materials.
3. Be attractive and use colors and materials that are compatible with the design of individual terminals.

Advertising is allowed on an annual exclusive contractual basis. Inquiries are to be directed to:

Concessions Manager  
Los Angeles World Airports  
Concessions Services Division  
7301 World Way West, 2nd Floor  
Los Angeles, CA 90045

### **Purpose of the Tenant Signage Standards**

The Tenant Signage Standards establish conformance criteria for all tenant signage proposed for existing, new and remodeled facilities under LAWA jurisdiction at the airport and its environs. These Standards replace the ONT Sign Code dated January 6, 2000. They are meant to provide the maximum limitations for tenant signing of any kind allowed in these areas.

The Standards will be periodically reviewed by LAWA and are subject to revision at its discretion. Tenants will be notified of revisions to the Standards. All tenants are encouraged to submit suggestions for improvements to:

Chief of Airport Planning  
Los Angeles World Airports  
Airports & Facilities Planning Division  
1 World Way, Room 208  
Los Angeles, CA 90045

### **Sign Submittal & LAWA Approval**

Tenants are required to follow the submittal process for all proposed signs as detailed in the Design Review Process section of these Standards. All tenant signs must have the written approval of the Chief Airport Engineer, or his/her designee prior to installation. New, changed or renovated signs shall conform to these guidelines.

**It is understood that any signs not having the express written approval of the Chief Airport Engineer shall not be installed.** Any existing installed sign not having the approval of LAWA shall be removed.

If any existing sign exceeds the limitation stated in the Standards, but has been previously approved by LAWA, that sign shall be allowed to remain installed. However, if there is to be a change, modification, renovation or relocation in any way involving previously approved and installed signage, LAWA shall require that this signage be upgraded to conform to the current Standards.

Temporary signs must be submitted for review to the Project Planning and Development Division prior to installation. Refer to the “Temporary Signs” information in the Standards & Regulations section for details.

### **Review & Compliance**

All signs are subject to periodic reviews by LAWA to insure compliance to these Standards. Signs will be inspected for content compliance and to insure that the minimum sign fabrication quality is maintained. This will include sign structure, paint or finish, and applied materials, i.e., plastics, vinyl lettering, fasteners, etc. Internally illuminated signs will be checked for proper working order before final acceptance.

In the event that an existing sign is found to be out of compliance with these Standards, LAWA will notify the tenant with a written notice. The tenant is required to remove and refurbish the sign up to or exceeding the quality of the original permitted condition according to the guidelines described in the Regulation Enforcement section of these Standards. If the tenant’s sign does not satisfy permitted condition standards at the end of the prescribed adjustment period, LAWA reserves the right to directly resolve the matter by removing it and billing all costs to the tenant.

# Standards & Regulations



*Los Angeles  
World Airports*

**LA/Ontario International Airport**



### **Responsibility & Intent**

1. Signage in public areas is the responsibility of LAWA. Signage within leased areas is the responsibility of the tenant.
2. All signs shall be of an informative nature designed to meet the immediate needs of the public. Signs of an advertising or promotional nature, including contact information, are not permitted.
3. Freestanding or pole-mounted signs are used for information and directional information only.
4. All signs shall meet all federal and local safety standards and code requirements, including all ADA Guidelines.
5. Signs not covered in these standards are to be considered prohibited. Exceptions may be granted if such additional signage serves the public.

### **Sign Placement**

1. No signs shall be permitted on doors or windows except those required to meet safety standards. Some exceptions are noted in these Standards.
2. No signs shall be permitted on the roof of any building. This regulation also applies to any structure atop a building, such as ticketing building pylons.

3. All signs are to be surfaced-mounted within the architectural elevation of the demised premises unless otherwise approved by LAWA.

### **Illumination**

1. Only one sign per business establishment may be illuminated between the hours of sunset and 10:30 p.m., according to the City of Ontario energy conservation ordinance.
2. Only individually mounted, internally illuminated letters, pin mounted and back washed letters are acceptable. No cabinet signs are permitted.
3. No exposed neon, animated, or flashing signs are permitted. Internally illuminated signs shall be kept to a minimum using translucent acrylic diffusion to control the brightness. Illuminated signs will be allowed only in specific circumstances mentioned in the text of these standards. All illuminated signs shall meet all code requirements and bear the label of the Underwriters Laboratories, Inc.

### Assemblage

1. No exposed can, raceways, or crossovers shall be permitted.
2. Capital Height (Cap. Ht.) is defined as the distance from the top of a capital letter form to the bottom of the same letter form. Capital Height when applied to number forms is measured as the distance from the top to the bottom at the tallest numeral.
3. Letter area height is defined as the distance from the top of the top line of the sign to the bottom of the last line of the sign. This also applies to the maximum vertical distance of sign artwork to include logo/signatures, copy, etc.
4. Copy application must be achieved by screen process or cut-out lettering appliqué only.
5. Reference is made within the text of these Standards to the term “corporate signature”. This is defined as the company’s name in recognized style and form, and/or the company’s logo.

### Acceptable Materials

1. Porcelain enamel on aluminum or aluminized sheet steel
2. Anodized aluminum
3. Paint on aluminum—paint must be linear polyurethane for all under coats and top coats
4. Acrylic and fiberglass with satin finish only

The materials listed above are not acceptable for illuminated signs.

### Unacceptable Materials

1. Rustic, unfinished or distressed wood
2. Rustic stone or brick
3. Plastic
4. Any oxidizing metal
5. Clay
6. Simulated or faux finishes



Figure 2a: Capital height

### Fabrication & Installation

The fabrication and installation of all signs shall be of a permanent nature using established methods and quality materials and hardware. Only high quality workmanship performed by qualified tradespeople will be permitted.

Attachment hardware and connections of all signs must be non-corrosive and engineered to insure public safety.

Fabrication and installation must comply with all applicable City of Ontario Building and Sign Codes.

### Maintenance

Tenants must maintain each approved sign in a neat, clean, orderly and safe manner. Failure to maintain an approved sign shall result in revocation of approval and subsequent removal.

#### Franklin Gothic Demi

**abcdefghijklmnopqrstuvxyz 0123456789  
ABCDEFGHIJKLMNPOQRSTUVWXYZ [!@#\$%^&\*(")?]**

#### Helvetica Bold Condensed

**abcdefghijklmnopqrstuvxyz 0123456789  
ABCDEFGHIJKLMNPOQRSTUVWXYZ [!@#\$%^&\*(")?]**

#### Helvetica Medium

**abcdefghijklmnopqrstuvxyz 0123456789  
ABCDEFGHIJKLMNPOQRSTUVWXYZ [!@#\$%^&\*(")?]**

### LAWA Standard Fonts

#### Exterior Signage

The LAWA approved font for exterior signs at Los Angeles International (ONT), Van Nuys (VNY), and Palmdale Regional (PMD) Airports is Franklin Gothic Demi. The approved font for Ontario International Airport (ONT) is Helvetica Bold Condensed.

#### Interior Signage

Helvetica Medium is the font standard for interior wayfinding signs for all airports under LAWA jurisdiction.

The approved fonts should be used as the default typefaces respectively for all directional and secondary text on signage where the tenant's corporate font is not used.

Figure 2b: The LAWA approved fonts.

### Applicable Code Requirements

The tenant shall have sole responsibility for compliance with all applicable federal, state, and local building codes, ordinances and other jurisdictional regulations including, but not limited to, the following:

- a. City of Ontario Department of Building & Safety
- b. City of Ontario Fire Department
- c. San Bernardino County Department of Health Services
- d. City of Ontario Department of Public Works
- e. City of Ontario Cultural Affairs Department
- f. Regional Water Quality Control Board
- g. SBC Communications
- h. Southern California Gas Company
- i. California Occupational Safety and Health Administration (CALOSHA).

Access for the disabled shall be provided, as required by the City of Ontario, Title 24 of the California Administrative Code, the Americans with Disabilities Act of 1990, and any and all other applicable statutes, rules, regulations, codes and ordinances.

The tenant shall be responsible for submitting the construction documents to the City of Ontario Department of Building and Safety and other jurisdictional agencies for plan check review and approval and for securing all the necessary building permits.

## ADA Code Requirements

All tenants are required by law to adhere to the most current Americans with Disabilities Act (ADA) guidelines. The guidelines define four categories of interior and exterior signs:

### 1. Permanent Room Designation Signs

“Signs which designate permanent rooms and spaces” whose designation will not change, must comply with the highest standards. This includes tactile and Braille lettering raised at least 1/32" from the plaque surface. They must use exclusively, upper case characters of at least 5/8" cap height, but not exceeding 2" cap height. Typestyle shall be “sans serif” or “simple serif”. Characters must have a width-to-height ratio of between 3:5 and 1:1, and a stroke width-to-height ratio of between 1:5 and 1:10. The use of pictograms or symbols on permanent room designation signs is optional, but where used they must be located on a border or field of at least 6" in height. An equivalent Grade 2 Braille and tactile written description must be placed directly below the symbol (with the exception of arrows) and may not intrude into the 6" field specified above. Characters and background must be eggshell, matte or other non-glare finish, which is recommended as between 11 and 19 degrees on a 60-degree glossimeter. Characters are recommended to have a minimum 70% reflectance contrast with their background.

### 2. Overhead Signs

Signs that are “protected or suspended overhead” including hanging or “flag” mounted signs must meet requirements for clearance, character

proportion and height, sign finish and contrast. They may use upper and lower case characters, cap height must be 3" minimum, and there must be at least 80" of clearance below the bottom of the sign.

### 3. Directional and Informational Signs

Wall mounted “signs which provide direction to or information about functional spaces” are not required to have tactile and Braille lettering. However, they must meet requirements for character proportion, sign finish and contrast. They may use upper and lower case characters. The cap height is not specified, but “characters and numbers on signs shall be sized according to the viewing distance from which they are to be read”.

### 4. Temporary Information Signs

“Building directories, menus and all other signs that provide temporary information about rooms and spaces, such as the current occupant’s name, are not required to comply” with the guidelines.

### 5. Exterior Signs

The requirements for exterior and interior signs are generally the same. Most exterior signs are not required to have tactile and Braille lettering—other than in the situation where a sign is provided to designate a permanent room, such as a bathroom which is directly accessed from the outside. However, exterior signs must meet requirements for character proportion, sign finish, and contrast. They may use upper and lower case characters. Similarly, all of the conditions affecting overhead signs and protruding objects described in this section should be observed.

### Regulation Enforcement

All tenants must obtain the written approval of LAWA for each sign. Any sign installed without the written approval of LAWA shall be removed.

Upon notification of the demand to remove a non-conforming or non-permitted sign, the tenant must

- remove a permanent sign within 14 days
- remove a temporary sign within 5 days.

If the tenant does not remove the sign in the allotted time, LAWA will remove it and any expenses for this service will be paid by the tenant.

As already stated, previously approved existing signs that do not conform to these Standards shall be allowed to remain installed. However, if there is to be a change, modification, renovation or relocation in any way involving previously approved and installed signage, LAWA shall require that this signage be upgraded to conform to the current Standards.

Tenants may change or alter an existing permanent sign only with the written approval of LAWA. Any sign modifications will be the responsibility of the tenant. If leasehold improvement is modified, LAWA shall require the signage to conform to the current sign codes.

All tenant signs are subject to discretionary periodic reviews by LAWA.

### **Alliances, Partnerships and Code Share Signs**

To address the impact of airline alliances to airport signage, LAWA has established standards for the display of sub-tenant identification. Alliance graphics will be limited to corporate signatures, subordinate and adjacent to the primary tenant's signature sign.

Alliance signs may be ganged or grouped beside primary tenant signs and may not exceed the approved primary corporate identity sizes. Alliance signs are permissible in most areas where primary tenant identity signs are displayed, at the discretionary approval of LAWA.

All alliance signs must meet or exceed the regulations set out in these Standards for materials, fabrication and installation. Tenants may only display code share signs after submittal to—and approval by—LAWA for each sign. Airlines listed on the alliance signs must have an operating permit and current base with LAWA.

Refer to the Airline Alliance information in the Terminal Signs section for details.

### **LAWA Wayfinding Signs**

Airport wayfinding signs are the sole jurisdiction of LAWA. Included in this sign category are roadway signs, parking signs, terminal under-canopy signs located along the curbsides, the interior terminal wayfinding signs and directional signs in public buildings controlled by the airport authority. All exterior wayfinding signs at ONT are limited to the generic LAWA font, Helvetica Bold Condensed. All interior wayfinding signs and identification signs for TDD stations, telephones, AED units, etc. are limited to the Helvetica Font. No logos or graphics will be displayed on LAWA wayfinding signs.

Terminal under-canopy signs are restricted to airline names. Designations not permitted on terminal signs include such terminology such as “First Class,” “Business Class,” “Group Check-In,” “Gold Member,” “Platinum Member,” “Executive Class,” “Economy Class,” etc. All designations are the sole discretion of LAWA.

Where possible, each airline will be given its own sign can in front of the terminal in which it operates. When space is at a premium, it is LAWA’s discretion to determine how best to utilize the space available.

Tenants may request directional text for display on LAWA’s interior directional signs. Terminology is limited to text directing travelers to ticketing, the boarding gates, facilities and services offered to the public. Individual concessions or airline names are not displayed on terminal wayfinding signs.

### **U.S. Customs Signage Guidelines**

Signage in Federal Inspection Service Areas is the responsibility of the airline tenants. All signage in the Federal Inspection Service Areas are mandated to strictly adhere to U.S. Customs and Border Protection signage guidelines for verbiage, colors and sign specifications and can be found in the CBP signage manual.

All signage in the Federal Inspection Service Areas must be generic in nature. References to the U.S. Department of Agriculture, U.S. Department of Immigration and U.S. Customs Department must be removed since they exist under the umbrella of one government agency.

### Temporary Signs Requirements

Temporary signs may only be displayed after submittal to—and approval by—LAWA. The following requirements apply to all types and conditions of temporary signs.

#### Terms and Conditions

1. All signs are subject to approval on a case-by-case basis prior to fabrication.
2. Approval to display is based on the proposed location and intent with a limited time permit.
3. Approved temporary signs may be visible for a term not to exceed 45 days.
4. No temporary sign may be visible for consecutive 30-day terms.
5. A period of not less than 60 days must elapse before another 30-day term may occur.
6. Sign content is restricted to information only. No advertising allowed.
7. Submittals must include scaled dimensioned drawings indicating copy, colors, fabrication method and materials, and a location map.

All submittals are due a minimum of 14 days prior to fabrication. Submit to:

Chief of Airport Planning  
Los Angeles World Airports  
Project Planning and Development Division  
1 World Way, Room 208  
Los Angeles, CA 90045

### Typical Temporary Sign Types

#### Banners

1. Location: exterior and interior
2. Materials: canvas or vinyl with grommets
3. Size: typically 8 feet wide by 3 feet high

#### Sandwich Boards and A-Frames

1. Location: exterior only
2. Materials:
  - All materials must have a non-glare surface.
  - Laminated prints must be mounted to a substrate such as polystyrene foam core board, sintra type PVC board, lexan or plexiglass. Signs are limited to display in fair weather only.
  - Exterior grade board with painted, screen printed or vinyl copy.
  - All signs with reflective vinyl copy must be displayed on a reflective vinyl background with a reflective border using engineering grade or diamond grade vinyl.
3. Size: minimum 3 feet wide by 4 feet high. Size limitations subject to location review.

#### Stanchions

1. Location: exterior and interior covered areas only. Must be stored at the end of the day or usage period.
2. Frame/display area size: minimum 14 inches wide by 18 inches high, maximum 24 inches wide by 30 inches high.
3. Stanchion post: maximum 40 inches high.
4. Base size: minimum 14 inch diameter or standard “H” base

### Non-permitted Temporary Signs

The following signs and sign materials are not permitted and may not be displayed on a temporary basis.

- Photocopy paper signs
- Hand-written paper signs
- Paper banners
- Unlaminated signs
- Signs not approved by LAWA’s Project Planning and Development Division

### Construction Signs

Construction signs must conform to the standards for temporary signs. Tenants must make a submittal for each construction sign. LAWA approved construction signs may be visible during the period of construction only and must be removed within five days from completion of construction.

### Promotional Signs

Signs or items of a promotional nature may be displayed only if such signs or items are first authorized in writing by the LAWA Deputy Executive Director, Facilities and Environmental Planning, or his/her designated representative, with the written understanding that such promotional signs or items are of a temporary nature.

# Terminal Signs



*Los Angeles  
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**LA/Ontario International Airport**



### Description

Tenant corporate signature signs shall be permitted on jetway walls as permanently mounted panels.

### Location

- A primary signature sign panel may be attached to the exterior jetway wall section closest to the aircraft. Sign panel position is horizontally centered and 6 inches above center vertically.
- Sign must be installed a minimum of 4 feet away from support yokes, power cabinets, or hydraulics and shall not interfere with the mechanical, electrical or physical operation of jetway.
- No signs are permitted on top or below the jetway, on pivot unit or operator station.

### Sign Size

The maximum panel dimensions are 4 feet square (4' x 4') and not more than 2 inches thick.

### Image & Text Size

Image is limited to the corporate signature only; no additional copy, slogans or information.

### Colors & Fonts

The image and text of the corporate signature colors only are permitted.

### Materials

Sign construction is limited to a metal panel with painted or silkscreened graphics. No dimensional elements, illumination, windows, frames, attachments or cutouts are permitted. Fixture by concealed mechanical fasteners.

### Quantity

One (1) sign is permitted per jetway side. Maximum total is 2 signs on each jetway.

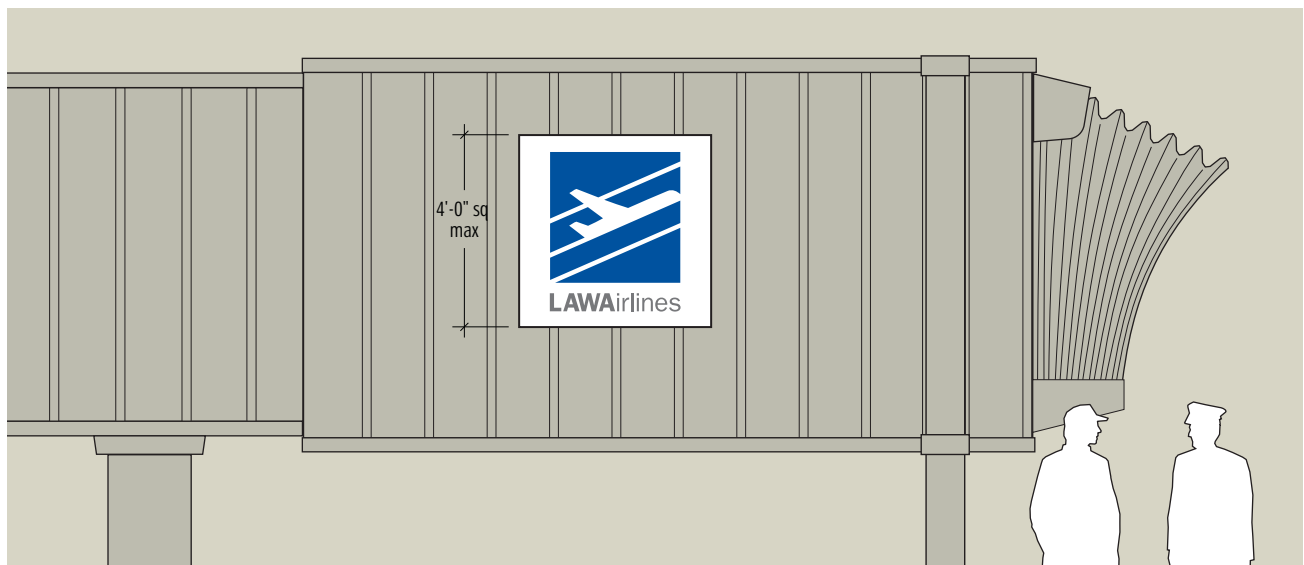


Figure 3a: Corporate signature panel sign on jetway exterior wall.

### Description

Tenant corporate signature signs shall be permitted on curbside check-in counters.

### Location

- 1 A primary signature sign may be attached to the check-in counter. No signs permitted on walls, sidewalks, conveyor systems, or housings.
- 2 A secondary stanchion sign is permitted at the head of a queuing line.

### Sign Size

- 1 The primary signature sign shall be a maximum panel size of 3 feet, 6 inches wide by 18 inches high.
- 2 The stanchion top sign shall be framed and firmly attached to the stanchion post top only. Maximum dimensions are 14 inches by 18 inches.

### Image & Text Size

- 1 The combined letter area and logo height is not to exceed 6 inches and shall fit comfortably within the sign panel.

- 2 The corporate signature and accompanying text shall fit comfortably within a panel sign. Text shall not exceed a maximum capital height of 6 inches. A minimum 1-inch edge margin shall be maintained around the copy.

### Colors & Fonts

- 1 The colors and fonts of the corporate signature are acceptable. Text should follow the tenant's corporate guidelines or use the ONT exterior wayfinding font.
- 2 The colors and fonts of the corporate signature are acceptable. Text should follow the tenant's corporate guidelines or use the ONT wayfinding font.

### Materials

- 1 The sign panel shall be painted aluminum or acrylic with screened or vinyl copy.
- 2 Standard frame as provided by manufacturer.

### Quantity

- 1 2 One (1) per check-in position.

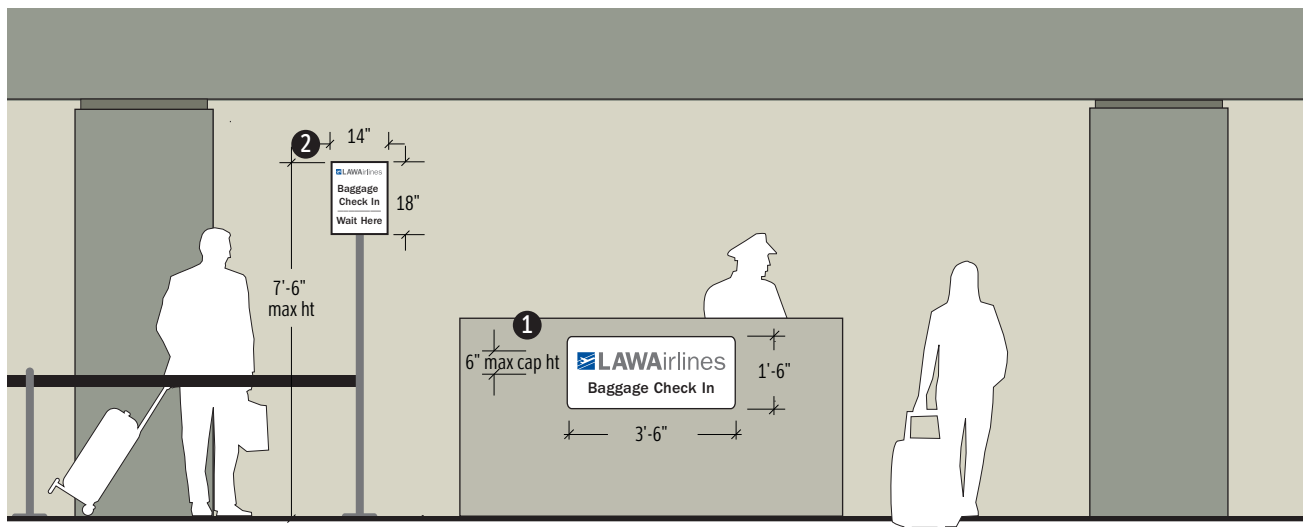


Figure 3b: Curbside identification signs showing tenant corporate signature

### Description

Airline alliance tenant signature signs shall be permitted on curbside check-in counters.

### Location

A signature sign may be attached to the check-in counter. Multiple signatures may be displayed in one line below the primary tenant sign. No signs permitted on walls, sidewalks, conveyor systems, or housings.

### Sign Size

The airline alliance signature sign shall be a maximum panel size of 3 feet, 6 inches wide by 9 inches high.

### Image & Text Size

The maximum combined letter and logo height per airline name shall not exceed 1 inch. Names shall be flush left columns. A minimum 1-inch edge margin shall be maintained around the copy on the panel.

### Colors & Fonts

The colors and fonts of the corporate signature are acceptable. Text should follow the tenant's corporate guidelines or use the ONT exterior wayfinding font.

### Materials

The sign panel shall be painted aluminum or acrylic with screened or vinyl copy.

### Quantity

One (1) per check-in position.

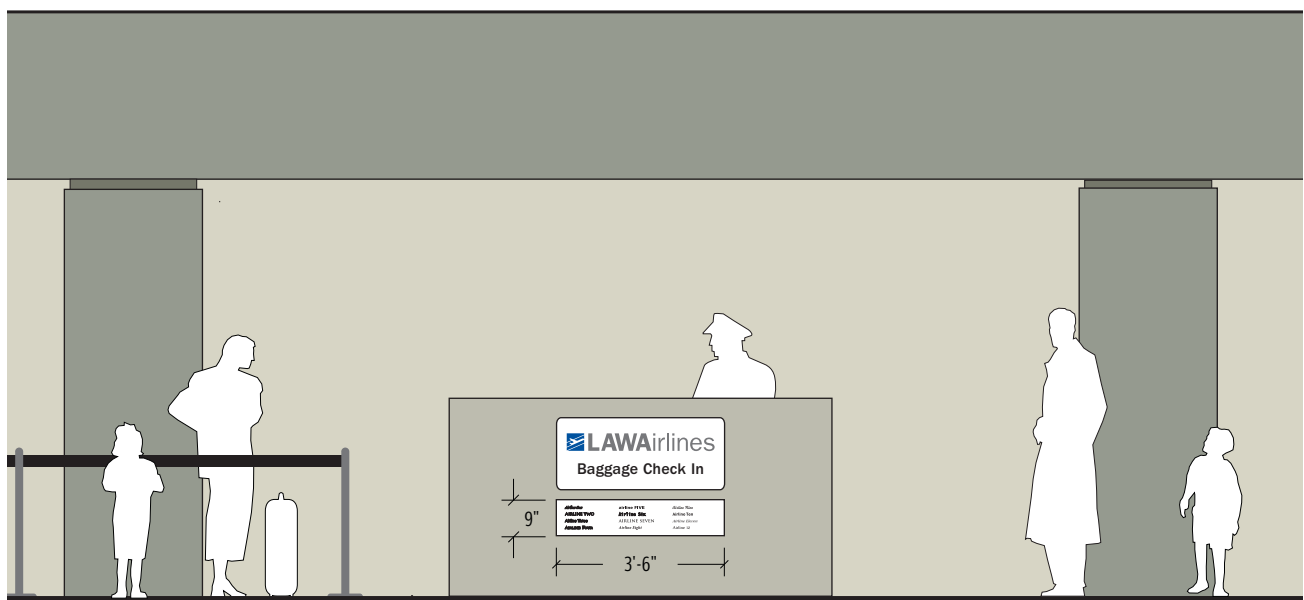


Figure 30: Airline alliance identity sign on the baggage check-in counter.

### Description

A tenant airline name and corporate signature sign may be displayed in the ticket counter area.

### Location

- 1 The airline name shall be centered vertically on the hanging fascia above the tenant's ticket counter.
- 2 The signature sign shall be centered vertically on the wall directly behind and over the counter space.

### Sign Size

- 1 The airline name size shall be limited to the current program standard size.
- 2 The total length shall not exceed 75% of the length of the lease line.

### Image & Text Size

- 1 The airline name shall be fabricated to meet the current airport standard per direction of LAWA.

- 2 The preferred sign is an individually mounted dimensional tenant corporate signature with a logo/ logotype maximum height of 18 inches.

### Colors & Fonts

- 1 Colors and fonts are limited to the current airport program.
- 2 The colors and fonts of the corporate signature are acceptable.

### Materials

- 1 The airline name shall be fabricated to meet the current airport program standard.
- 2 Acceptable materials are painted aluminum or acrylic; non-standard types, (e.g., edge-lit or back washed illumination) are acceptable with approval.

### Quantity

- 1 2 One (1) sign for each 25 feet of the lease line.



Figure 3c: Dimensional copy is the preferred treatment for corporate signature signs on walls behind ticket counters.

### Description

Airline alliance signature sign panels listing airlines that have an operating permit and current base with LAWA is permitted in the baggage service office area. As an alternate, airline alliance corporate signatures may be fabricated as dimensional graphics.

### Location

All airline alliance signs shall be installed to the side of the primary tenant identity sign on the wall directly behind the counter. No alliance sign shall be displayed apart or separate from the primary tenant sign.

### Sign Size

The airline alliance sign panel shall be a maximum height of 18 inches and not more than 1 inch thick.

### Image & Text Size

The maximum combined letter and logo height per airline name shall not exceed 1 inch. Names shall be flush left columns. A minimum 1-inch edge margin shall be maintained around the copy on the panel.

### Colors & Fonts

The colors and fonts of the corporate signature are acceptable. The finish must match or exceed LAWA signage standards.

### Materials

Acceptable materials are painted aluminum or acrylic with screened or vinyl graphics. Internal illumination of alliance signs is not permitted.

### Quantity

One (1) airline alliance tenant sign is permitted for each primary corporate signature sign per 25 feet of the lease line.



Figure 3p: Alliance identity signs beside the primary tenant's corporate signature sign behind the ticketing counter.

### Description

A tenant corporate signature may be affixed to the structure surrounding a ticket kiosk when a kiosk is installed away from the primary ticketing area.

### Location

The corporate signature shall be vertically and horizontally centered on the customer side of the kiosk. No signs are permitted on the back or sides of the monitor or its cabinet.

### Sign Size

The sign size shall not exceed 75% of the total frontage area of the kiosk.

### Image & Text Size

The combined letter area and logo height shall not exceed 6 inches. A minimum 2-inch edge margin shall be maintained around the signature.

### Colors & Fonts

The image and text of the corporate signature shall contrast with the kiosk background color. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font.

### Materials

The corporate signature shall be reproduced as screened or vinyl graphics applied to the housing surface of the kiosk.

### Quantity

One (1) sign per kiosk.

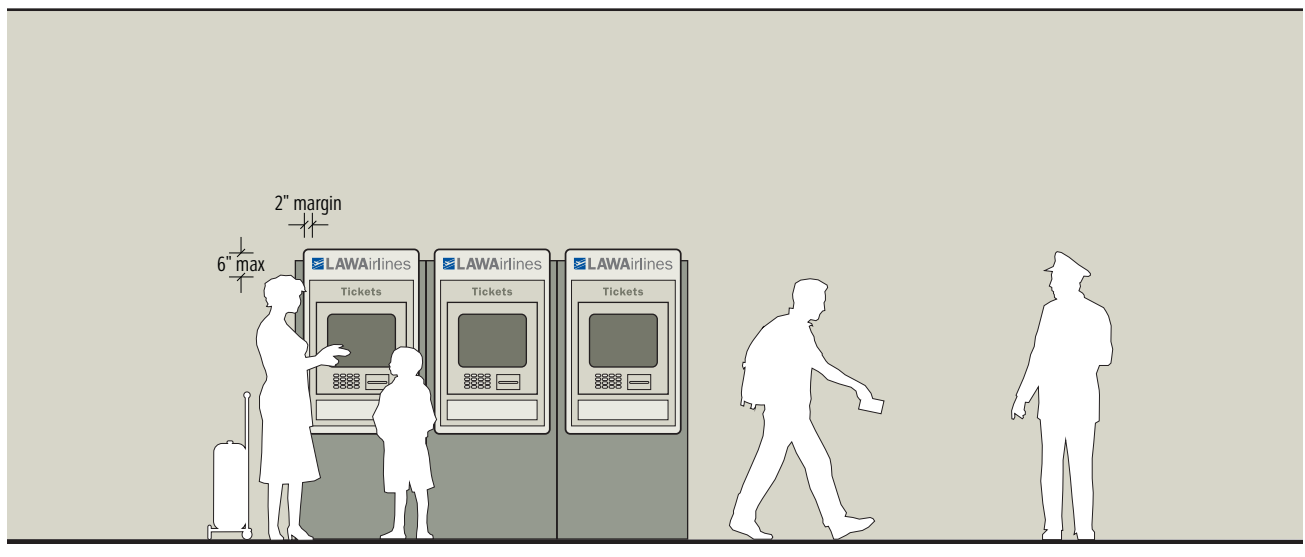


Figure 3d: Ticket kiosk with tenant signature sign.

### Description

Queue area signs are permissible on queue ribbons and stanchion toppers in tenant leased spaces only.

### Location

- 1 Stanchion top signs shall be framed and firmly attached to the stanchion post top only. No queue area signs shall be permitted on—or attached to—other surfaces including floors, walls, structural supports, columns, and ceilings.
- 2 Copy on queue ribbons shall be printed graphics of one piece with the tape material. No signs shall be attached to the ribbon.

### Sign Size

- 1 Maximum frame dimensions are 14 inches wide by 18 inches high.
- 2 The corporate signature height shall fit comfortably on the ribbon.

### Image & Text Size

- 1 The corporate signature and accompanying text shall fit comfortably within a panel sign. Text shall not exceed a maximum capital height of 6 inches. A minimum 1-inch edge margin shall be maintained around the copy.
- 2 The signature height shall not exceed a minimum 1/4-inch edge margin above and below the copy.

### Colors & Fonts

- 1 2 The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font.

### Materials

- 1 Standard frame as provided by manufacturer.
- 2 Screened copy on ribbon fabric.

### Quantity

- 1 Maximum two (2) stanchion top signs at each queue position; one (1) per boarding zone lane.
- 2 One (1) signature per every 3 feet of ribbon.

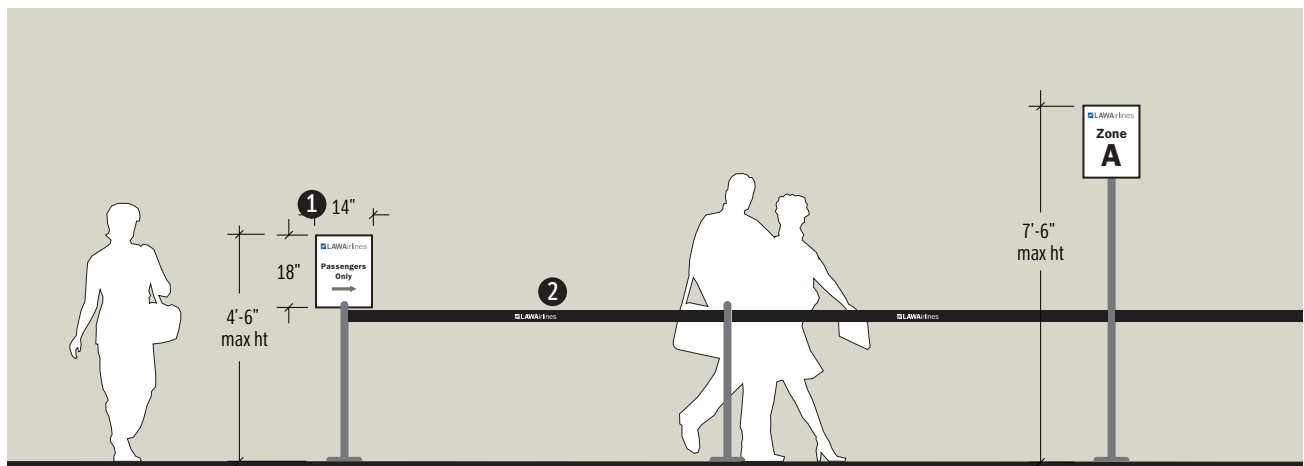


Figure 3e: Queue line tape and stanchion signs.

### Description

Display signs consisting of the tenant's corporate signature and accompanying informational text shall be permitted on ticket counters.

### Location

Display signs shall be displayed on service counters only. No display signs shall be permitted on—or attached to—other surfaces including ticket kiosks, conveyor systems, housings, stanchions or structures.

### Sign Size

Maximum dimensions are 12 inches by 14 inches.

### Image & Text Size

The corporate signature and accompanying text shall fit comfortably within a panel sign. Text shall not exceed a maximum capital height of 6 inches. A minimum 1-inch edge margin shall be maintained around the copy.

### Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font.

### Materials

Acceptable material is acrylic with screened or cut vinyl copy, acrylic frame or window with metal or plastic support.

### Quantity

One (1) sign is permitted for each 15 feet of counter length.

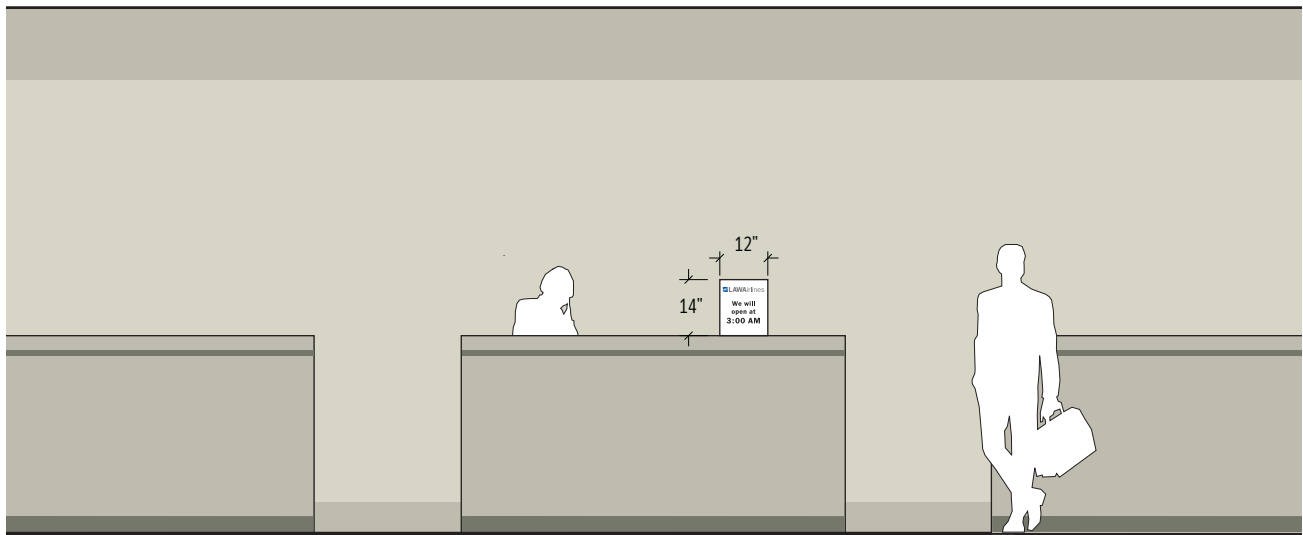


Figure 3f: Countertop informational sign.

### Description

Informational signs consisting of the tenant's corporate signature and accompanying text shall be permitted on luggage size check apparatus.

### Location

The sign copy will be positioned on the customer sides of the device.

### Sign Size

The sign size shall not exceed 75% of the total frontage area of the apparatus. The luggage size check apparatus height shall not be greater than 3 feet.

### Image & Text Size

Copy shall be limited to a corporate signature and minimal instructional text. No promotional or advertising copy or graphics shall be allowed. The combined letter area and logo height shall not exceed 6 inches. A minimum 1-inch edge margin shall be maintained around the copy.

### Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font.

### Materials

Acceptable material is metal or acrylic with screened or cut vinyl copy.

### Quantity

One (1) sign is permitted for each side of the device.

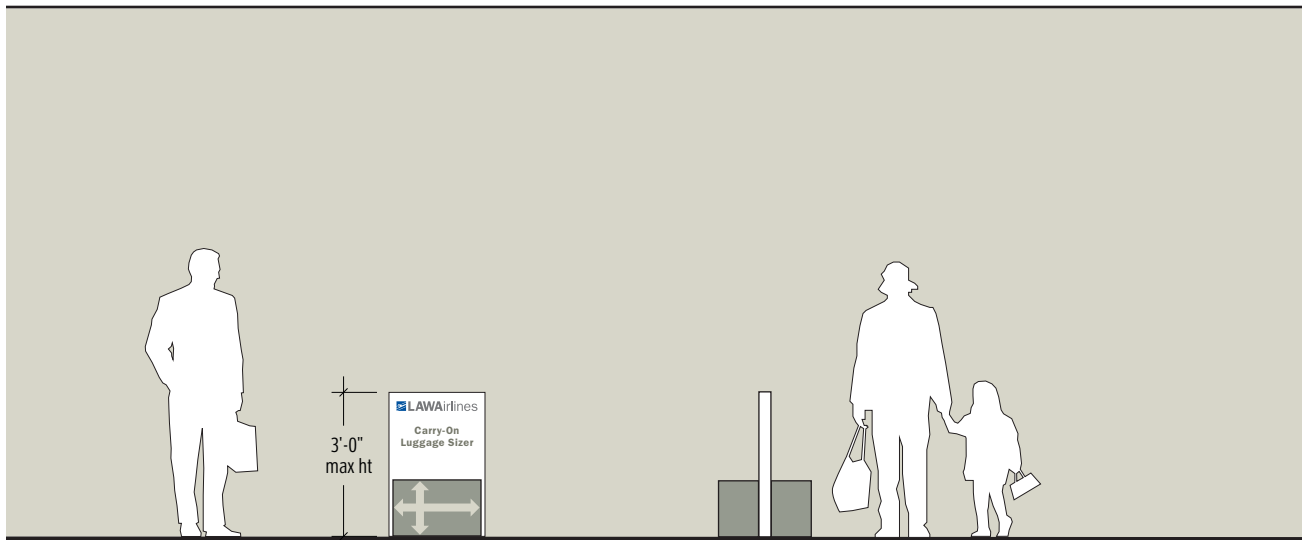


Figure 3g: Standard luggage sizers minimize clutter in the terminal.

### Description

Tenant signature and informational signs are permitted in the boarding area. These signs will be reviewed by LAWA on a case-by-case basis.

All signs shall be of an informative nature designed to meet the needs of the traveling public. No promotional or advertising copy or graphics will be allowed.

- 1 If flight schedule monitors are provided by LAWA, electronic message displays shall be controlled remotely from each gate podium by the airline agents.
- 2 Tenant corporate signature and informational signs may be attached to the structure surrounding the monitor.

### Location

Signs are permitted within the tenant's own boarding area only. The preferred location is vertically centered on the wall directly behind the counter.

### Sign Size

- 1 Determined by the monitor size.
- 2 The total sign size shall not exceed 75% of the total frontage length of the counter.

### Image & Text Size

- 1 Image and text sizes shall be determined by the monitor's capabilities.
- 2 Copy may consist of a corporate signature and flight information only. Copy shall fit comfortably within the display area and may not encroach a minimum 2-inch edge margin.

### Colors & Fonts

- 1 The image and text of the corporate signature colors are acceptable.
- 2 Informational text should follow the tenant's corporate font standards or use the LAWA approved interior wayfinding font. Informational text shall appear in black or white only.

### Materials

- 1 Determined by the monitor's display system.
- 2 Fixed signage will be permitted instead of the video monitor, as long as the signage does not extend beyond the intended video monitor display area. A fixed sign shall be either screened or vinyl copy applied to an acrylic panel or other existing substrate.

### Quantity

- 1 2 One (1) display sign per service position.

---

1 2 See Figure 3h.

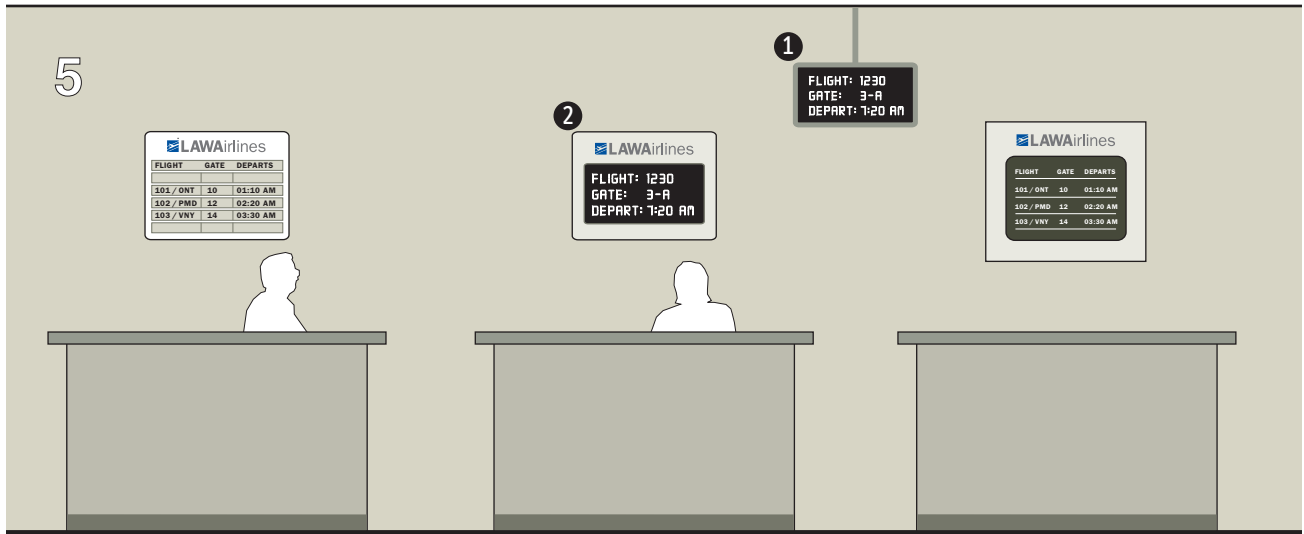


Figure 3h: Types of flight informational signs in the boarding area include static panels with changeable message strips and electronic display monitors.

### Description

Tenant signature and informational signs are permitted in the baggage claim area.

- 1 Remotely controlled electronic LED displays will provide airline, flight number, and points of origin information. This signage may also include audio messaging capability to announce the displayed information.
- 2 Display signs consisting of the tenant's corporate signature and accompanying informational text only shall be permitted on baggage carousel islands.

### Location

Signage in the baggage claim area is limited to the LED monitors and the top of the carousel island. No signs shall be attached to floors, walls, windows, conveyor systems, housings, freestanding stanchions or structures.

### Sign Size

- 1 Message size is determined by the LED monitor.
- 2 The display sign shall not exceed 3 feet by 2 feet in size. A double-sided panel or a four-sided cube will be allowed.

### Image & Text Size

- 1 Image and text sizes shall be determined by the monitor's capabilities.
- 2 Copy shall consist of a corporate signature and minimal informational text only. No promotional or advertising copy or graphics will be allowed. Copy shall fit comfortably within the display area and may not encroach a minimum 2-inch edge margin.

### Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font.

### Materials

- 1 Determined by the monitor's display system.
- 2 Acceptable material is metal or acrylic with screened or applied cut vinyl copy.

### Quantity

- 1 One (1) monitor per baggage carousel area.
- 2 One (1) sign per baggage carousel.

---

1 2 See Figure 3i.

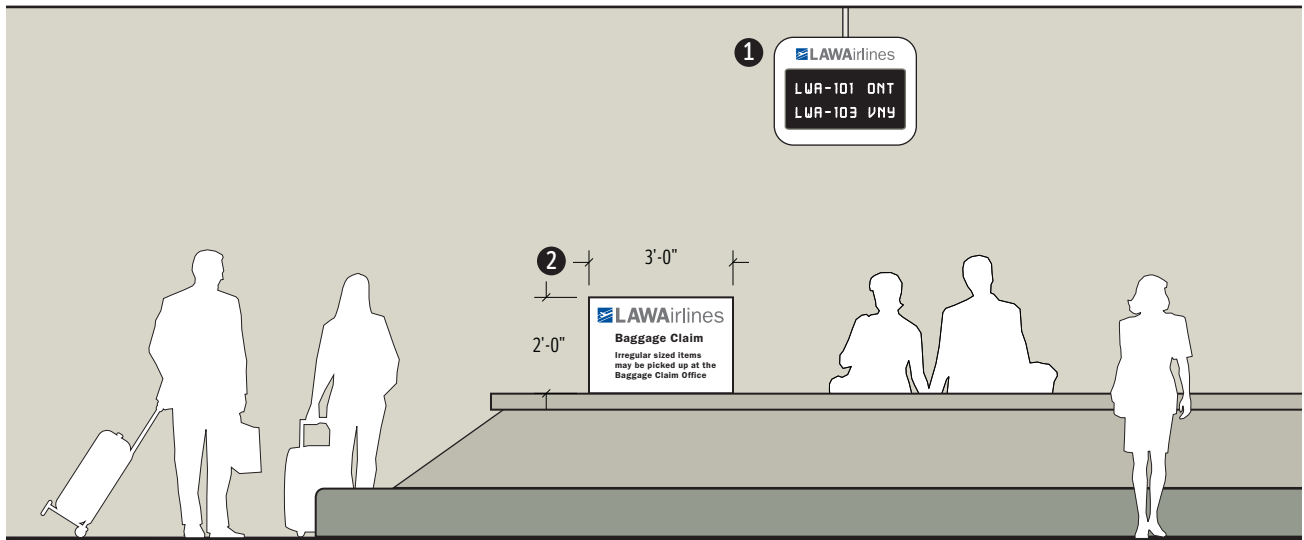


Figure 3i: Two standardized sign types help to minimize disorder in the baggage claim area.

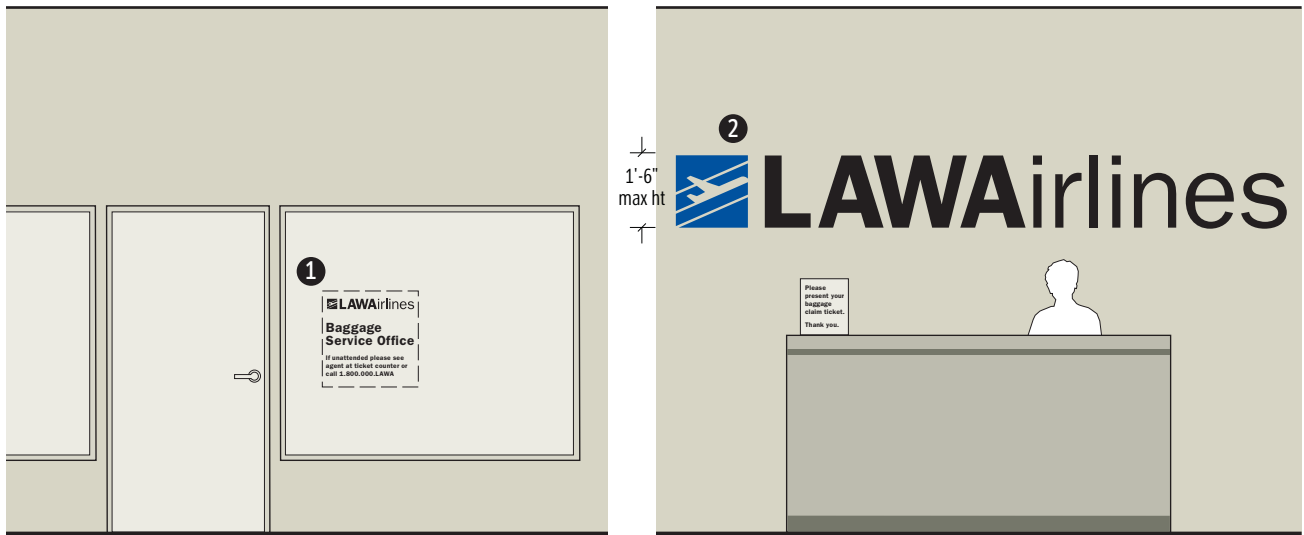


Figure 3j: An informational sign on the exterior window (1) and a corporate signature sign behind the service counter (2)

### Description

Tenant signature and informational signs are permitted in the baggage service office area. Signs within the office space shall comply with the requirements and aesthetics of these Standards.

### Location

- 1 An informational office sign may be located in the window adjacent to the entrance door.
  - 2 A corporate signature sign may be attached to the wall directly behind the service counter.
- No signs shall be attached to the exterior side of the window or adjacent surfaces.

### Sign Size

- 1 The window sign must fit within a single area not to exceed 2 feet wide by 2 feet high.
- 2 The corporate signature sign shall not exceed 75% of the length of the counter and a maximum height of 18 inches.

### Image & Text Size

- 1 Copy shall be limited to the tenant's corporate signature and brief descriptive text such as "Baggage Services," phone numbers, hours, etc.
- 2 The office interior sign shall be limited to the corporate signature and brief descriptive text such as "Baggage Services."

### Colors & Fonts

The image and text of the corporate signature colors are acceptable. Informational text on the office window shall be black or white only. Fonts should follow the tenant's corporate standards or use the ONT interior wayfinding font.

### Materials

- 1 The affixed window sign shall be either screened or vinyl graphics applied to the office interior side of the glass surface.
- 2 Corporate signature sign shall be an acrylic panel or dimensional copy.

### Quantity

- 1 One (1) informational window sign per office.
- 2 One (1) corporate signature sign per office.

---

1 2 See Figure 3j.

**Description**

An airline alliance signature sign panel listing airlines that have an operating permit and current base with LAWA is permitted in the baggage service office area.

**Location**

An airline alliance sign panel shall be installed to the side of the primary tenant identity sign on the wall directly behind the baggage service counter. No alliance sign shall be displayed apart or separate from the primary tenant sign.

**Sign Size**

The airline alliance panel shall be a maximum height of 18 inches and not more than 1 inch thick.

**Image & Text Size**

The maximum combined letter and logo height per airline name shall not exceed 1 inch. Names shall be flush left columns. A minimum 1-inch edge margin shall be maintained around the copy on the panel.

**Colors & Fonts**

The colors and fonts of the corporate signature are acceptable. The finish must match or exceed LAWA signage standards.

**Materials**

Acceptable materials are painted aluminum or acrylic with screened or vinyl graphics. Internal illumination of alliance signs is not permitted.

**Quantity**

One (1) airline alliance panel sign per office.

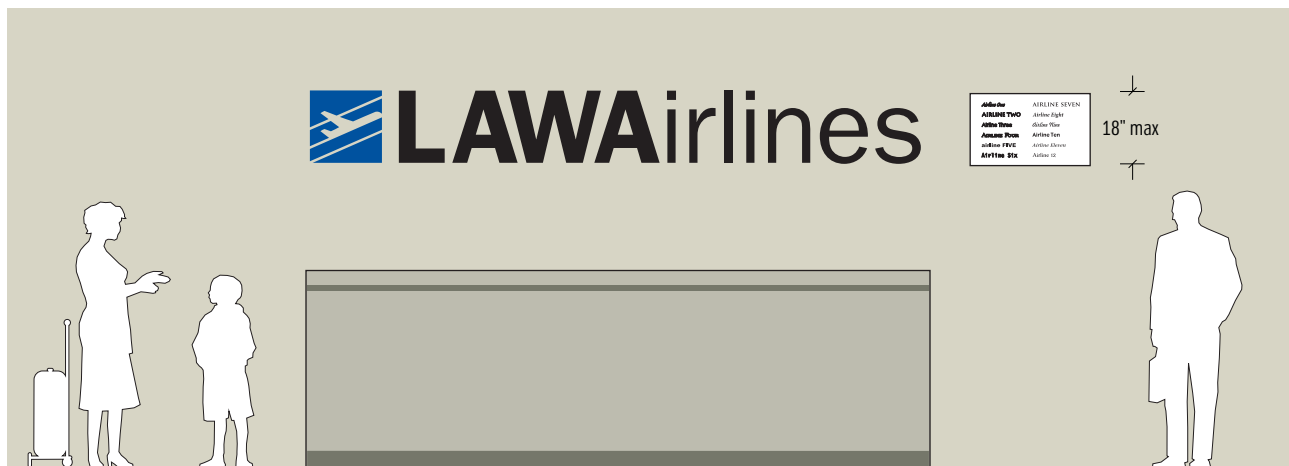


Figure 3q: Airline alliance panel sign behind the service counter inside the primary tenant's baggage service office.

**Description**

Directional signs for tenant passenger lounges may be requested to LAWA for inclusion on terminal wayfinding signs. No other directional signs—freestanding or attached—are permitted.

**Location**

Directional text and arrow may be included on terminal wayfinding signs. Placement of copy and graphics to be determined by LAWA.

**Sign Size**

Sign size shall be determined by LAWA.

**Image & Text Size**

The combined letter and arrow height shall be a maximum of 4 inches or as determined by LAWA.

**Colors & Fonts**

The image and text will follow LAWA’s standards for ONT wayfinding signage.

**Materials**

Sign materials will be consistent with LAWA’s standards for ONT wayfinding signage.

**Quantity**

As determined by LAWA according to lounge location, sign space availability and location of wayfinding directional signs.



Figure 3I: Directions to tenant passenger lounges may appear on airport directional signs by request to LAWA.

**Description**

Passenger lounge identification signs are permitted at the entrance to the tenant’s lounge.

**Location**

Lounge identification signs will be located on the entrance door or wall immediately adjacent to it. No signs are permitted on walkways, windows, corridor walls, freestanding stanchions or structures.

**Sign Size**

All signs must fit within a single area 2 feet wide by 2 feet high. ADA tactile and Braille copy are required. Whenever possible this sign shall incorporate an entry push button or card key.

**Image & Text Size**

Copy shall be limited to the tenant’s corporate signature and brief descriptive text such as service hours, phone numbers, etc. Copy shall fit

comfortably within the display area and may not encroach a minimum 1-inch edge margin.

**Colors & Fonts**

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant’s corporate standards or use the ONT interior wayfinding font. Informational text shall be black or white only.

**Materials**

Acceptable materials are polished or brushed metal, painted aluminum or acrylic.

**Quantity**

One (1) sign per entrance.

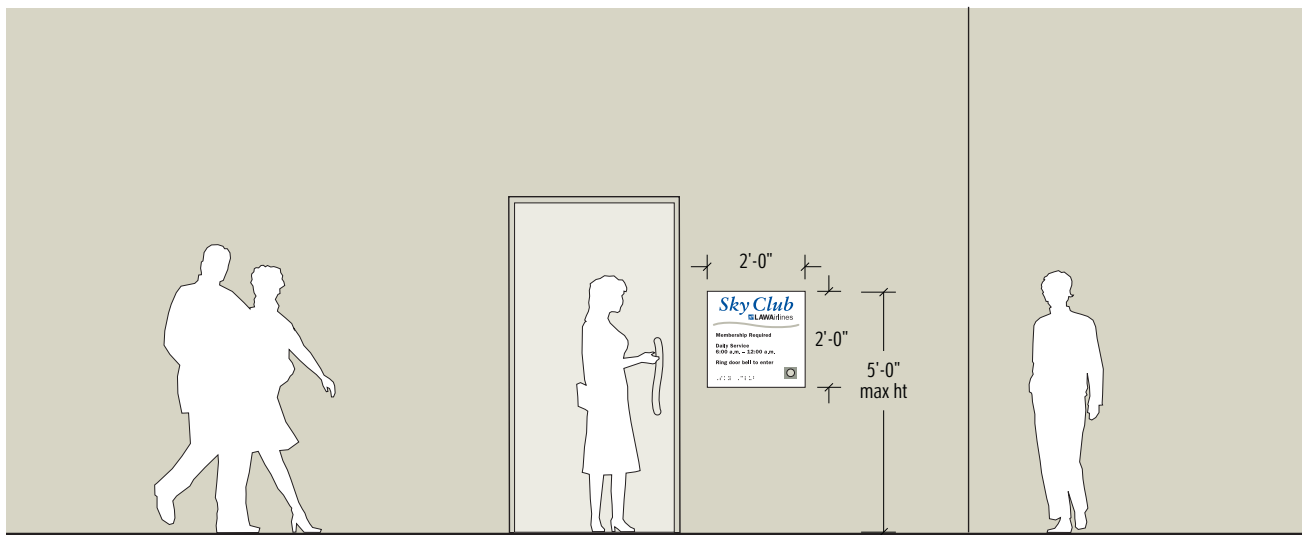


Figure 3m: Passenger lounge signs include ADA required tactile identification.

**Description**

Tenant identification may appear on room identification signs.

**Location**

A room identification sign is required at each doorway to tenant leased interior spaces.

**Sign Size**

The sign size shall not exceed 8 inches by 10 inches.

**Image & Text Size**

Room identification signs must conform to all ADA and local code requirements for copy size and tactile messages.

**Colors & Fonts**

The colors and fonts of the corporate signature are acceptable. Informational text shall be white or black only and use the fonts of the tenant's corporate guidelines or ONT interior wayfinding font. Tactile messages must conform to ADA requirements.

**Materials**

Acceptable materials are polished or brushed metal, painted aluminum or acrylic.

**Quantity**

One (1) sign per entrance.

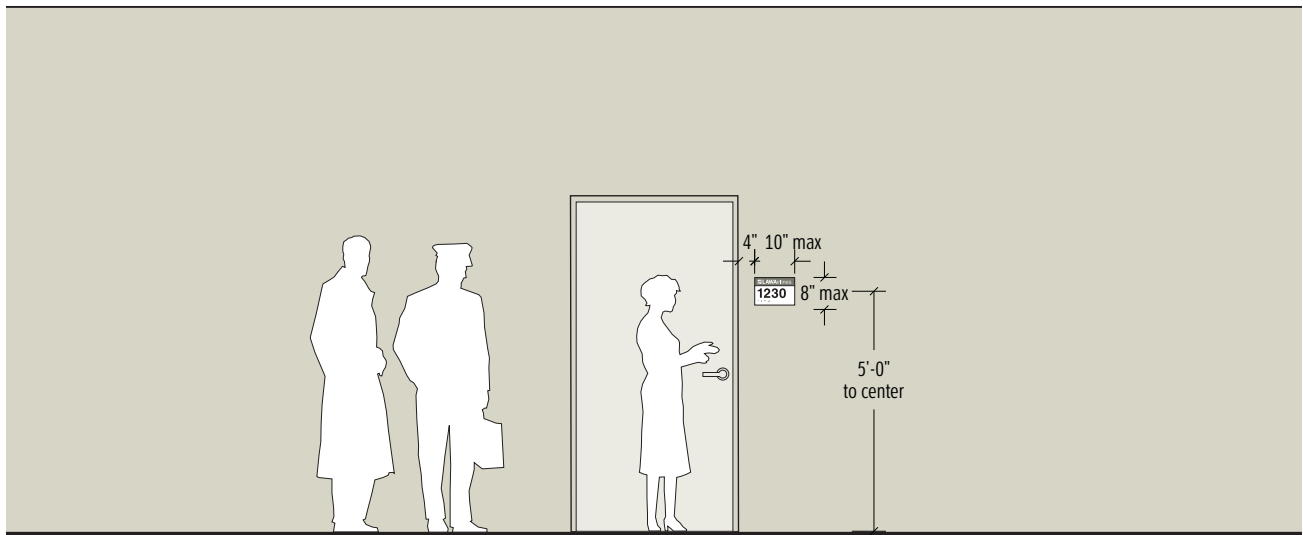


Figure 3n: Room identification signs which comply to ADA code standards are required by law.

# Office & Warehouse Signs



*Los Angeles  
World Airports*

**LA/Ontario International Airport**



### Exterior Signage

Tenant office and warehouse buildings under LAWA jurisdiction are subject to the following restrictions.

1. Architectural elements should be utilized for sign application when possible, i.e., header, soffit, fascia, parapet.
2. Where possible, signage to be positioned at parapet, but not to extend above or below.
3. All signs must be permanently mounted, using individual letters only.
4. Individually mounted, internally illuminated letters are required for master and sub-tenant signage.
5. Lettering is limited to corporate name or corporate name and “Express,” “Air Cargo,” “Air Freight” or “Transfer” provided that they are registered corporate identities.
6. Where possible, all sign information should be located above roll-up doors.
7. No signage is permitted on bay or roll-up doors.
8. All roll-up doors in bays must be the same color.
9. Bay identification number(s) shall be allowed over each bay. The maximum height is 9 inches.
10. Signage mounted above a bay must be centered directly over the bay. Sign width cannot exceed the width of the bay.
11. When two or more bays are represented by the same sign, one sign shall be centered between the two bays, if possible.
12. No temporary attachments shall be permitted.
13. No stenciling shall be permitted.
14. No internally illuminated can signs shall be permitted.
15. No plaques or painted on numbers; numbers must be cut out, individually mounted.
16. No back washed, spot lighted, flashing, or animated signs are permitted.
17. No window signs shall be permitted.
18. No roof signs or signs mounted on top of parapet shall be permitted.
19. No vertically mounted lettering is permitted.
20. Signage may not violate an architectural feature or extend beyond a vertical architectural feature or fascia.
21. No signage on awnings or canopies is permitted.
22. No paper, handmade or hand lettered sign shall be permitted.
23. If sign is positioned within 3 feet of architectural elements such as doors or windows, it must be centered over that element and may not extend above, below or cover it in any way.
24. Signs shall not exceed the width of any vertical architectural element, wall, or façade exists.
25. “No Parking” signs may repeat where necessary, but must be located individually and may not overlap or extend on to any other signage or architectural feature.

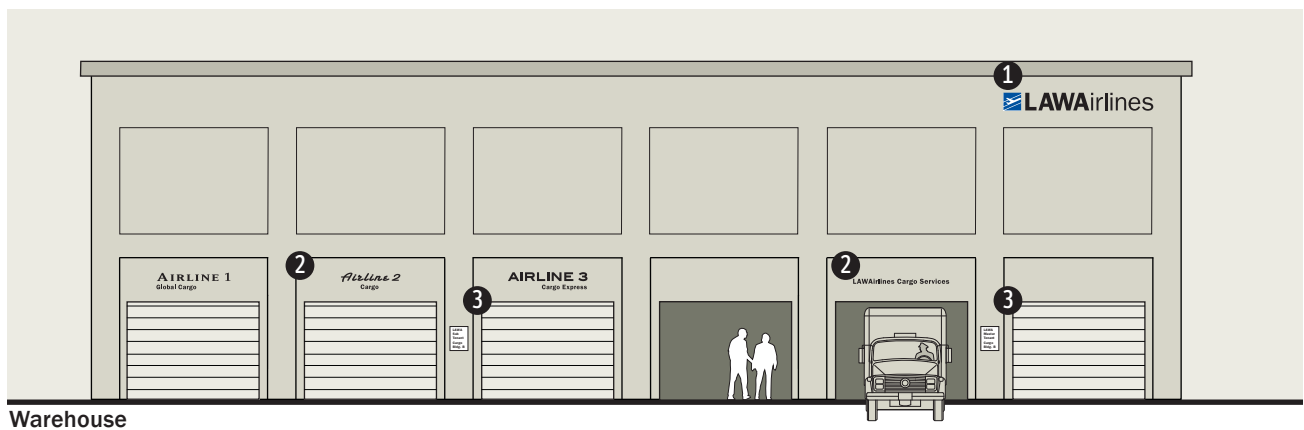
**Permitted Tenant Signs**

Master tenant office and warehouse buildings may include a corporate signature sign and a regulatory or informational sign as needed (Figure 4a). Multiple tenant buildings with a master tenant and one or more sub-tenants may include a corporate signature sign and a regulatory or informational sign for each occupant. (Figure 4b). Refer to the Master Tenant and Sub-Tenant standards on the following pages for details.



**Figure 4a: Master Tenant Building**

- ① Primary master tenant corporate signature
- ② Secondary corporate signature with service text
- ③ Regulatory or informational sign



**Figure 4b: Multiple Tenant Building**

- ① Primary master tenant corporate signature
- ② Secondary corporate signature with service text; master tenant service sign
- ③ Regulatory or informational sign

### Description

Corporate signature signs and a regulatory or informational sign are permitted on tenant office and warehouse buildings. These signs must be reviewed by LAWA on a case-by-case basis.

### Location

- ❶ The master tenant's corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature where possible.
- ❷ The tenant's corporate signature may be installed above a warehouse bay door.
- ❸ A regulatory or information sign is permitted as needed for building operations.

### Sign Size

Refer to the master tenant building size diagrams in this section for visual reference.

- ❶ Refer to the Master Tenant Signature Sign Size chart in these Standards to determine primary corporate sign size. *(Figure 4e)*
- ❷ Tenant corporate signature signs above a bay door may not exceed 8 feet in width or the width of the bay door, whichever dimension is less. *(Figure 4e)*
- ❸ Tenant informational signs must not exceed 8 square feet in area.

### Image & Text Size

- ❶❷ Refer to the Master Tenant Signature Sign Sizes chart in these Standards. *(Figure 4e)*
- ❸ Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign. *(Figure 4e)*

### Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT exterior wayfinding font.

### Materials

- ❶❷ Dimensional copy of fabricated aluminum and acrylic.
- ❸ See the approved materials list and general restrictions in these Standards.

### Quantity

- ❶❷ A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- ❸ No more than one (1) per structure is permitted.

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❶❷❸ See Figures 4a, 4b, 4c.

### Master Tenant Buildings & Corporate Signature Signs

Building size and tenant status are the basic criteria for establishing the size of corporate signature signs.

These diagrams and the following charts convey maximum sign sizes for buildings occupied by a single tenant.



Figure 4c: Building height and width determine the maximum sign size for corporate signatures.

### Description

Corporate signature signs and a regulatory or informational sign are permitted for sub-tenants on office and warehouse buildings. These signs must be reviewed by LAWA on a case-by-case basis.

### Location

- 1 The master tenant's corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature where possible.
- 2 The sub-tenant's corporate signature may be installed at the office entrance and/or above a warehouse bay door.
- 3 A regulatory or information sign is permitted as needed for building operations.

### Sign Size

Refer to the master tenant building size diagrams in this section for visual reference.

- 1 Refer to the Master Tenant Signature Sign Sizes chart in these Standards to determine primary corporate sign size. *(Figure 4e)*
- 2 Refer to the Sub-Tenant Signature Sign Sizes chart in these Standards to determine primary corporate sign size. *(Figure 4e)*
- 3 Tenant informational signs must not exceed 6 square feet in area.

### Image & Text Size

- 1 Refer to the Master Tenant Signature Sign Sizes chart in this section. *(Figure 4e)*
- 2 Refer to the Sub-Tenant Signature Sign Sizes chart in this section. *(Figure 4e)*
- 3 Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign.

### Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT wayfinding font, Franklin Gothic Demi.

### Materials

- 1 2 Dimensional copy of fabricated aluminum and acrylic.
- 3 See the approved materials list and general restrictions in these Standards.

### Quantity

- 1 A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 2 A maximum of two (2) sub-tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 3 No more than one (1) informational sign per tenant is permitted on each structure side.

---

1 2 3 See Figures 4a, 4b, 4d.

**Multiple Tenant Buildings & Corporate Signature Signs**

Building size and tenant status are the basic criteria for establishing the size of corporate signature signs.

These diagrams and the following charts convey maximum sign sizes for buildings with more than one tenant.



**Figure 4d: Building height and width determine the maximum sign size for corporate signatures.**

**Tenant Status & Corporate Signature Signs**

Corporate signature sign dimensions are determined by building height/width measurements and tenant status. The primary corporate signature sign may never appear longer than one-third (1/3) the length of the building frontage or taller than the established maximum signature height indicated.

LAWA stipulations for master tenant and sub-tenant signs for office and warehouse buildings are indicated in the following charts.

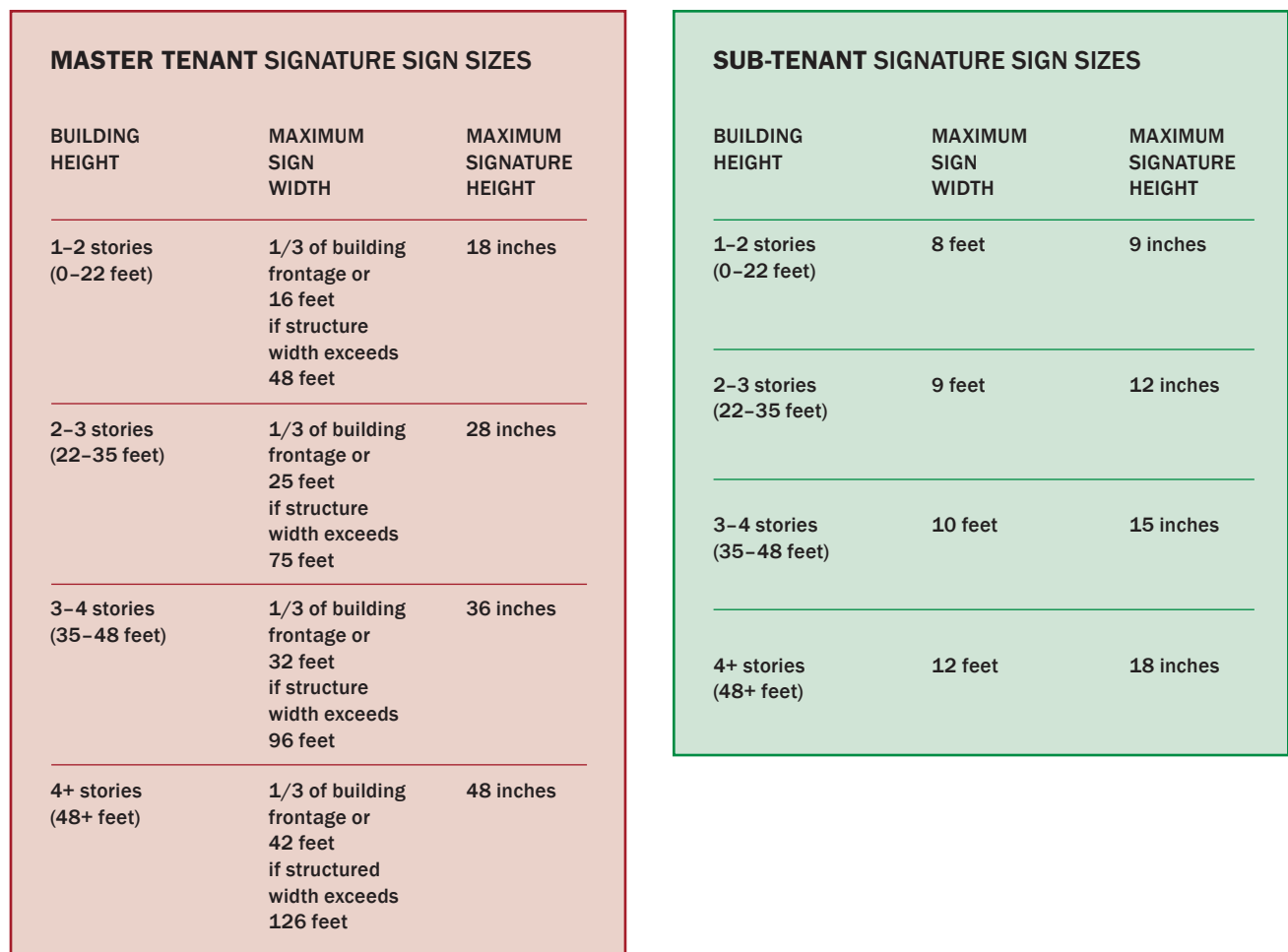


Figure 4e: Building size to corporate signature sign size specifications.

# Hangar & Service Building Signs



*Los Angeles  
World Airports*

**LA/Ontario International Airport**



### Exterior Signage

Hangars and service buildings under LAWA jurisdiction are subject to the following restrictions.

1. Architectural elements should be utilized for sign application when possible, i.e., header, soffit, fascia, parapet.
2. Where possible, signage to be positioned at parapet, but not to extend above or below.
3. All signs must be permanently mounted, using individual letters only.
4. Individually mounted, internally illuminated letters are required for master and sub-tenant signage.
5. Lettering is limited to corporate name or corporate name and “Express,” “Air Cargo,” “Air Freight” or “Transfer” provided that they are registered corporate identities.
6. Where possible, all sign information should be located above roll-up doors.
7. No signage is permitted on bay or roll-up doors.
8. All roll-up doors in bays must be the same color.
9. Bay identification number(s) shall be allowed over each bay. The maximum height is 9 inches.
10. Signage mounted above a bay must be centered directly over the bay. Sign width cannot exceed the width of the bay.
11. When two or more bays are represented by the same sign, one sign shall be centered between the two bays, if possible.
12. No temporary attachments shall be permitted.
13. No stenciling shall be permitted.
14. No internally illuminated can signs shall be permitted.
15. No plaques or painted on numbers; numbers must be cut out, individually mounted.
16. No back washed, spot lighted, flashing, or animated signs are permitted.
17. No window signs shall be permitted.
18. No roof signs or signs mounted on top of parapet shall be permitted.
19. No vertically mounted lettering is permitted.
20. Signage may not violate an architectural feature or extend beyond a vertical architectural feature or fascia.
21. No signage on awnings or canopies is permitted.
22. No paper, handmade or hand lettered sign shall be permitted.
23. If sign is positioned within 3 feet of architectural elements such as doors or windows, it must be centered over that element and may not extend above, below or cover it in any way.
24. Signs shall not exceed the width of any vertical architectural element, wall, or façade exists.
25. “No Parking” signs may repeat where necessary, but must be located individually and may not overlap or extend on to any other signage or architectural feature.

### Description

Corporate signature signs and a regulatory or informational sign are permitted on tenant hangars and service buildings. These signs will be reviewed by LAWA on a case-by-case basis.

### Location

- 1 The master tenant's primary corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature wherever possible.
- 2 A regulatory or information sign is permitted as needed for building operations.

### Sign Size

Refer to the master tenant Building Sizes page in this section for visual reference.

- 1 Refer to the Master Tenant Sign Types diagrams and Master Tenant Signature Sign Sizes chart in this section.
- 2 Tenant informational signs must not exceed 8 square feet in area.

### Image & Text Size

- 1 Refer to the Master Tenant Sign Types diagrams and Master Tenant Signature Sign Sizes chart in this section.
- 2 Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign.

### Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT wayfinding font, Franklin Gothic Demi.

### Materials

- 1 Dimensional copy of fabricated aluminum and acrylic.
- 2 See approved materials list and general restrictions.

### Quantity

- 1 A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 2 No more than one (1) informational sign per structure side is permitted.

---

1 2 See Figures 5a-d.

### Master Tenant Structures & Corporate Signature Signs

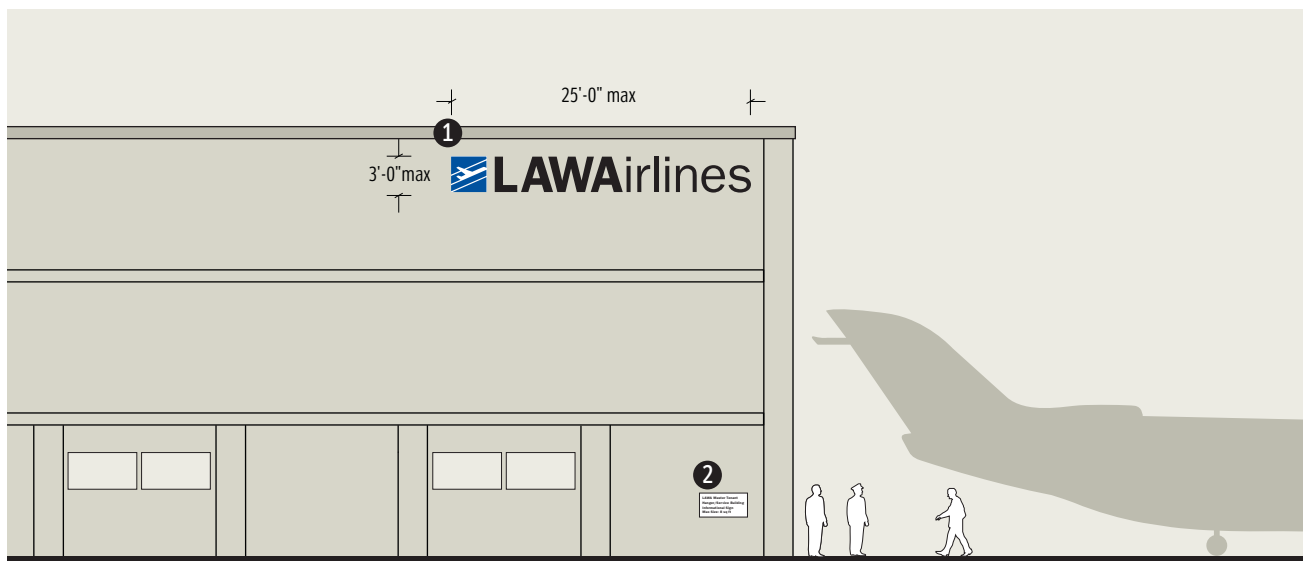
Structure size and tenant status are the basic criteria for establishing the size of corporate signature signs.

These diagrams and the following charts convey maximum sign sizes for buildings occupied by a single tenant.



**Figure 5a: Master Tenant Building**

- ① Primary master tenant corporate signature for a structure up to 2 stories in height (22 feet)
- ② Regulatory or informational sign



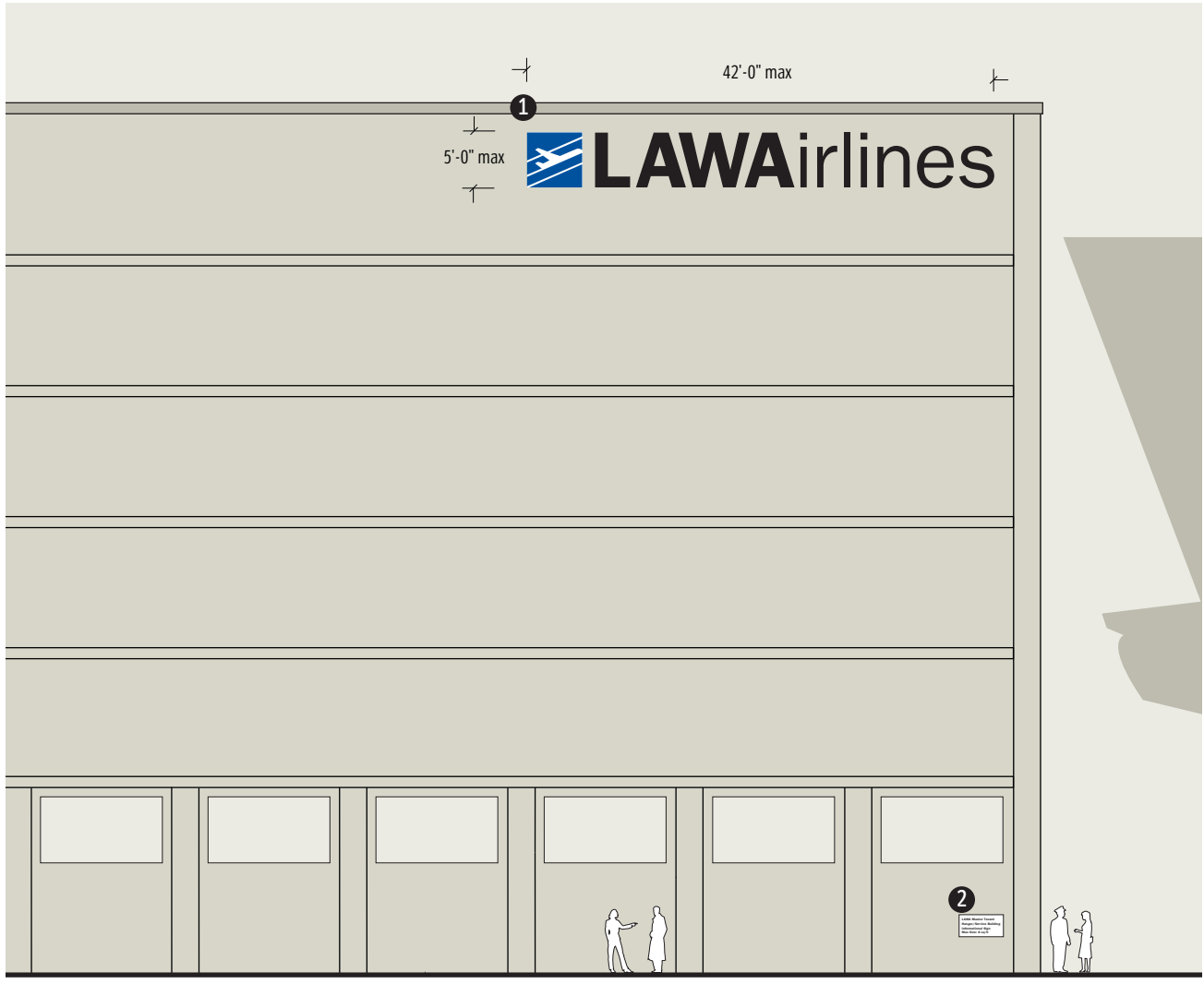
**Figure 5b: Master Tenant Building**

- ① Primary master tenant corporate signature for a structure up to 3 stories in height (35 feet)
- ② Regulatory or informational sign



**Figure 5c: Master Tenant Building**

- ① Primary master tenant corporate signature for a structure up to 4 stories in height (48 feet)
- ② Regulatory or informational sign



**Figure 5d: Master Tenant Building**

- ① Primary master tenant corporate signature for a structure greater than to 4 stories in height (48+ feet)
- ② Regulatory or informational sign

### Description

Sub-tenants are permitted a corporate signature sign and a regulatory or information sign on tenant hangars and service buildings. These signs must be reviewed by LAWA on a case-by-case basis.

### Location

- 1 A corporate signature sign may be placed on any side of the building. The sign must align with a vertical or horizontal architectural feature wherever possible.
- 2 A regulatory or information sign is permitted as needed for building operations.

### Sign Size

- 1 Refer to the Sub-Tenant Sign Types diagrams and Sub-Tenant Signature Sign Sizes chart in this section.
- 2 Tenant informational signs must not exceed 8 square feet in area.

### Image & Text Size

- 1 2 Refer to the Sub-Tenant Sign Types diagrams and Sub-Tenant Signature Sign Sizes chart in this section.
- 3 Maximum capital height for regulatory or information signs is 6 inches. No corporate signature is allowed on this sign.

### Colors & Fonts

The image and text of the corporate signature colors are acceptable. Fonts should follow the tenant's corporate standards or use the ONT exterior wayfinding font.

### Materials

- 1 2 Dimensional copy of fabricated aluminum and acrylic.
- 3 See the approved materials list and general restrictions in these Standards.

### Quantity

- 1 A maximum of two (2) master tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 2 A maximum of two (2) sub-tenant signature signs are permitted on each building. No more than one (1) per structure side.
- 3 No more than one (1) informational sign per tenant is permitted on each structure side.

---

1 2 See Figures 5e-h.

### Multiple Tenant Structures & Corporate Signature Signs

Structure size and tenant status are the basic criteria for establishing the size of corporate signature signs.

These diagrams and the following charts convey maximum sign sizes for buildings with more than one tenant.



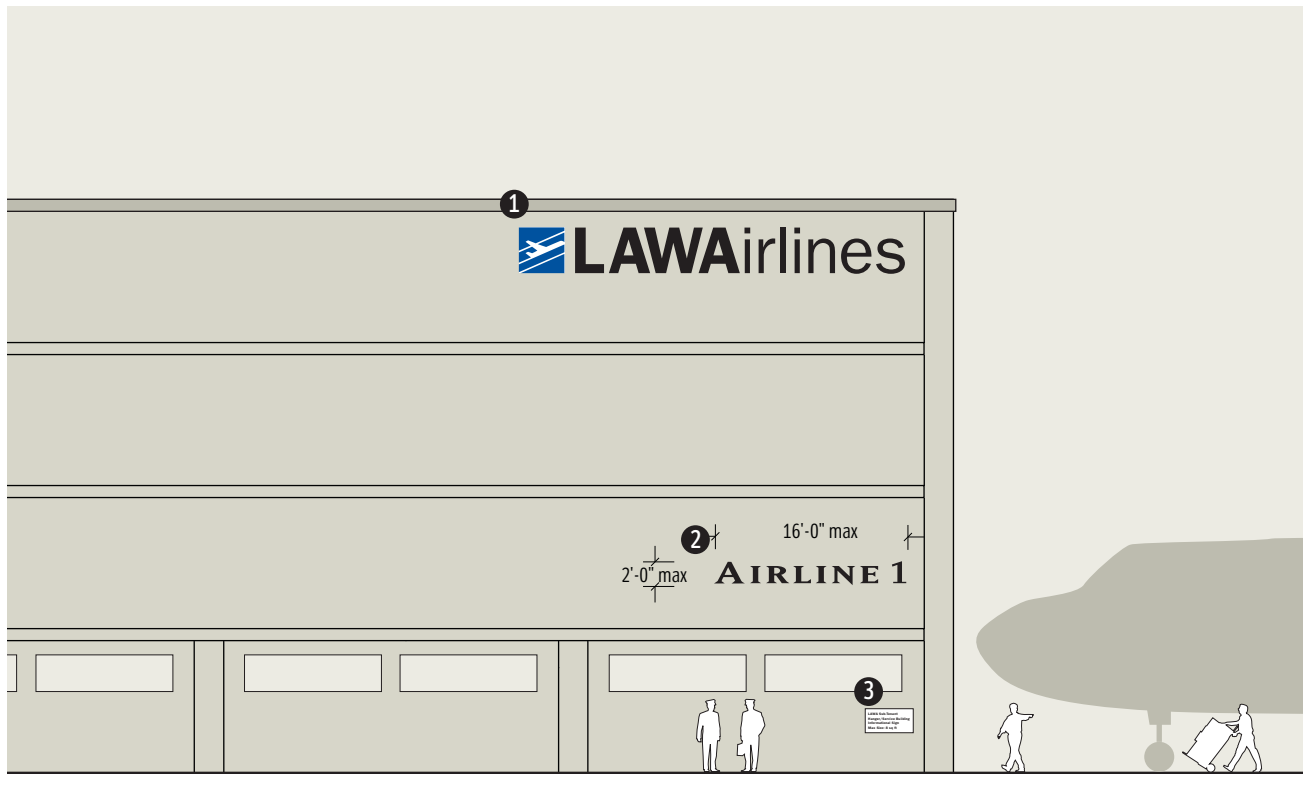
**Figure 5e: Multiple Tenant Building**

- ① Primary master tenant corporate signature for a structure up to 2 stories in height (22 feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign



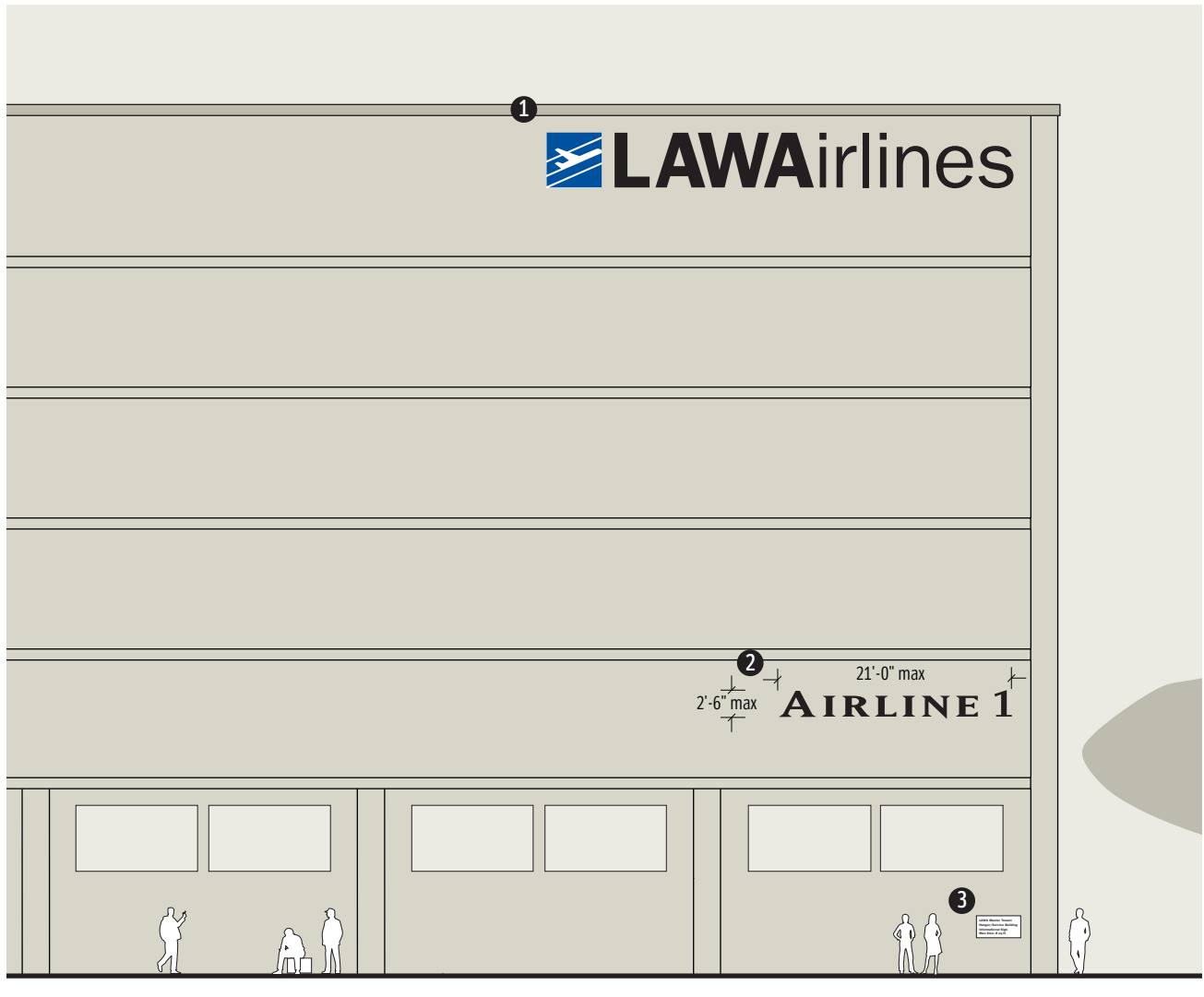
**Figure 5f: Multiple Tenant Building**

- ① Primary master tenant corporate signature for a structure up to 3 stories in height (35 feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign



**Figure 5g: Multiple Tenant Building**

- ① Primary master tenant corporate signature for a structure up to 4 stories in height (48 feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign



**Figure 5h: Multiple Tenant Building**

- ① Primary master tenant corporate signature for a structure greater than to 4 stories in height (48+ feet)
- ② Secondary corporate signature
- ③ Regulatory or informational sign

**Tenant Status & Corporate Signature Signs**

Corporate signature sign dimensions are determined by structure height/width measurements and tenant status.

Signature sign dimensions are calculated in the following charts.

The maximum length of these signs are:

- one-third (1/3) the length of the building frontage for primary signature signs and
- one-sixth (1/6) the length of the building frontage for secondary signature signs.

<b>MASTER TENANT SIGNATURE SIGN SIZES</b>		
STRUCTURE HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT
1-2 stories (0-22 feet)	16 feet if building width exceeds 48 feet	2 feet 0 inches
2-3 stories (22-35 feet)	25 feet if building width exceeds 75 feet	3 feet 0 inches
3-4 stories (35-48 feet)	32 feet if building width exceeds 96 feet	4 feet 0 inches
4+ stories (48+ feet)	42 feet if building width exceeds 126 feet	5 feet 0 inches

<b>SUB-TENANT SIGNATURE SIGN SIZES</b>		
STRUCTURE HEIGHT	MAXIMUM SIGN WIDTH	MAXIMUM SIGNATURE HEIGHT
1-2 stories (0-22 feet)	8 feet	1 feet 0 inches
2-3 stories (22-35 feet)	12-1/2 feet	1 feet 6 inches
3-4 stories (35-48 feet)	16 feet	2 feet 0 inches
4+ stories (48+ feet)	21 feet	2 feet 6 inches

Figure 5i: LAWA stipulations for master tenant and sub-tenant signs on hangars and service buildings.

# Facilities Signs



*Los Angeles  
World Airports*

**LA/Ontario International Airport**



**Description**

All buildings shall have street address numbers and street name visible to the general public. Refer to all applicable municipal codes, including the Ontario City Fire Department requirements, before sign submittal to LAWA. LAWA will review these signs on a case-by-case basis.

**Location**

The address is required at the front of the building facing the street it is addressed to and facing the runway/taxiway if building applies. The address shall be a minimum of 8 feet above finish grade and clearly visible from the street.

**Sign Image & Text Size**

The preferred sign is composed of individually mounted copy. Letter/numeral size is determined as follows.

- Width: must be 1/2 the capital height. The stroke width of any portion must not be less than 1/10 of the height.
- Height: must be 2 inches taller than 1/10 of the street setback distance in feet, as expressed in inches.

**Capital Height Formula:**

Measure	Distance from street (= total feet)
Convert	Feet to inches (= Total Inches)
Divide	Total Inches divided by 10 (= 1/10 cap. ht.)
Add	Add 2 inches (1/10 cap. ht. inches + 2 inches)
Sum	= Capital Height (inches)

Panel signs are acceptable and shall be a maximum size of 2 feet by 1 foot.

**Colors & Fonts**

There must be at least 70% contrast of value between the address copy and the sign background. A sans serif font is required. The preferred font is the ONT standard exterior wayfinding font.

**Materials**

Acceptable materials are polished or brushed metal, painted aluminum or acrylic.

**Quantity**

- One (1) sign at the front of the building facing the street.
- One (1) sign on the building frontage facing the runway if necessary.

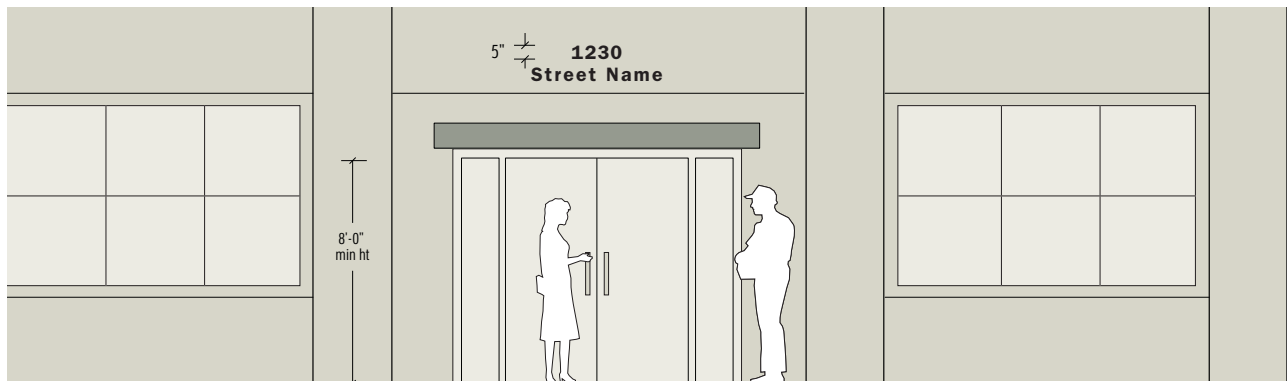


Figure 6a: Address size for a building set back 30' from the street (30' = 30" | 30" ÷ 10" = 3" | 3" + 2" = 5").

**Description**

Each air freight complex and/or building is permitted one monument directory sign at the primary entrance to the site, or inclusion on an existing directory sign at LAWA's discretion. A new sign must be clearly visible from the street and passing vehicular traffic from both directions. These signs will be reviewed by LAWA on a case-by-case basis.

**Location**

A directory sign may be erected as a freestanding monument at the facility's vehicular entrance

**Sign Size**

- A. Building complex or multiple tenant building: maximum sign area is 60 square feet.
- B. Single structure with major tenant with a maximum of 2 sub-tenants: maximum sign area is 32 square feet.

**Image & Text Size**

Primary corporate signatures are limited to 8 inches in height. Master tenant text messages are limited to

a maximum capital height of 8 inches. Sub-tenant text messages are limited to a maximum height of 3-1/2 inches.

**Colors & Fonts**

- ① Corporate signature images, fonts and colors are acceptable for master tenant sign directories only.
- ② Sub-tenant signs on directories must not use corporate signature images, fonts and colors. A common sans serif font and color for all sub-tenant entries is required. Use the ONT exterior wayfinding font whenever possible.

**Materials**

Materials selection must be submitted for review by LAWA. Preferred construction materials are aluminum and acrylic.

**Quantity**

- A. A maximum of one (1) directory monument per building complex is permitted.
- B. A maximum of one (1) directory monument per building is permitted.

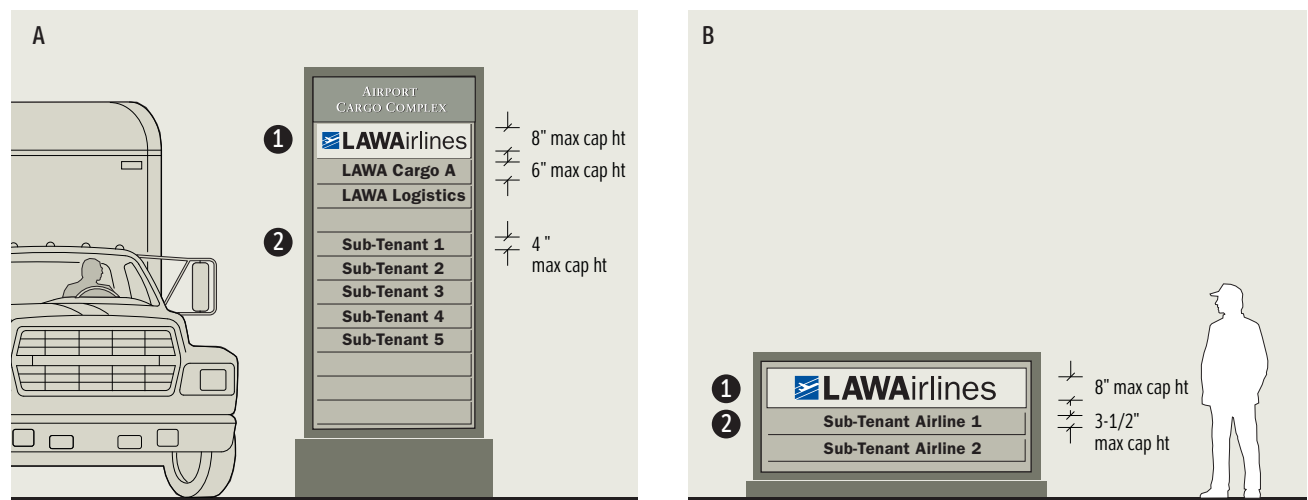


Figure 6b: Monument signs direct vehicle traffic at the complex site and individual building entrances.

### Description

Where a directional sign is needed to guide vehicle traffic and no monument directory is installed, each tenant is permitted to attach one (1) sign as needed to a fence under LAWA jurisdiction. These signs will be reviewed by LAWA on a case-by-case basis.

### Location

Fence signs shall be firmly attached to fence supports where possible. Sign tops must align at a height of 7 feet when possible.

### Sign Size

The sign shall be a maximum size of 3 feet wide by 2 feet, 6 inches high and not more than a total area of 7.5 square feet.

### Image & Text Size

The sign copy shall be limited to the tenant's corporate signature and minimal directional information and directional arrows. The signature

shall not be longer than 75% of the sign width. Text messages are limited to a maximum capital height of 3-1/2 inches. No colored borders or other graphics are allowed.

### Colors & Fonts

- The background of the sign must be white.
- The image and text of the corporate signature colors are acceptable.
- Fonts for informational text should follow the tenant's corporate standards or use the ONT exterior wayfinding font.
- Informational text must be black.

### Materials

Approved construction materials are painted aluminum with screened or vinyl copy on a non-illuminated panel.

### Quantity

One (1) sign per tenant.

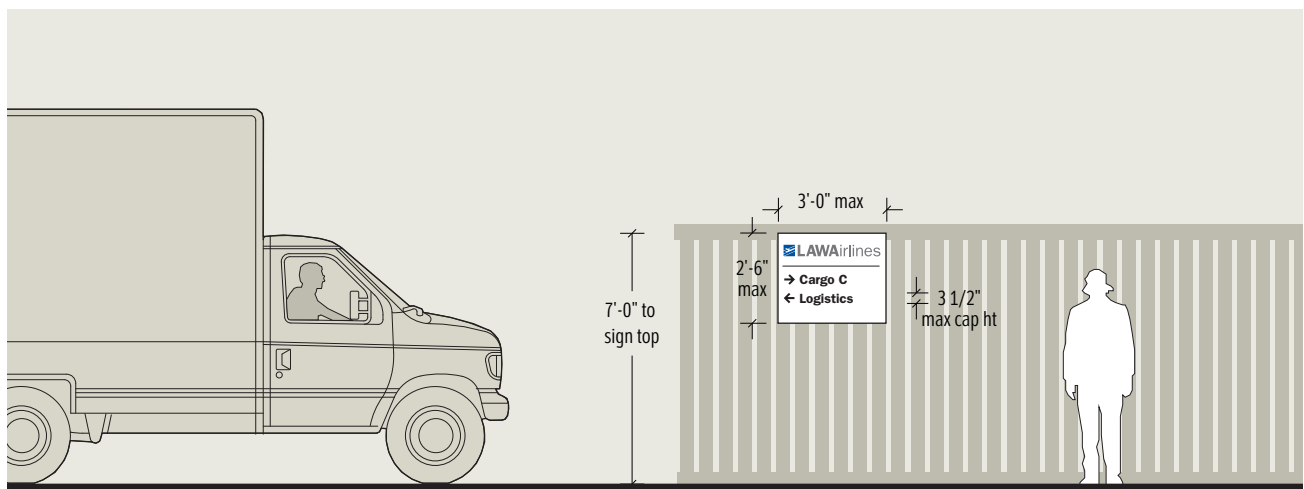


Figure 6c: Fence signs are permitted but not desired.

### Description

Each tenant is permitted to display a non-illuminated directional sign for vehicle traffic when no other directional signs exist. These signs will be reviewed by LAWA on a case-by-case basis.

### Location

A directional sign may:

- ① be erected as a freestanding post sign
- ② be attached to a fence, or
- ③ be attached to the exterior walls on the shipping dock side of the tenant's own building (with the written approval of all other building occupants).

### Sign Size

The maximum sign sizes are:

- ① 3 feet wide by 4 feet high
- ② 3 feet wide by 2 feet, 6 inches high
- ③ 3 feet by 4 feet.

### Image & Text Size

The sign copy shall be limited to the tenant's corporate signature and minimal directional information and directional arrows. The signature shall not be longer than 75% of the sign width. Text messages are limited to a maximum capital height of 3-1/2 inches. No colored borders or other graphics are allowed.

### Colors & Fonts

- The background of the sign must be white.
- The image and text of the corporate signature colors are acceptable.
- Fonts for informational text should follow the tenant's corporate standards or use the ONT exterior wayfinding font.
- Informational text must be black.

### Materials

Approved construction materials are painted aluminum with screened or vinyl copy on a non-illuminated panel.

### Quantity

One (1) sign only per tenant.

Whenever possible, master and sub-tenants shall combine all information on one sign to eliminate redundancy.

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① ② See Figures 6d. ③ See Figure 6e.

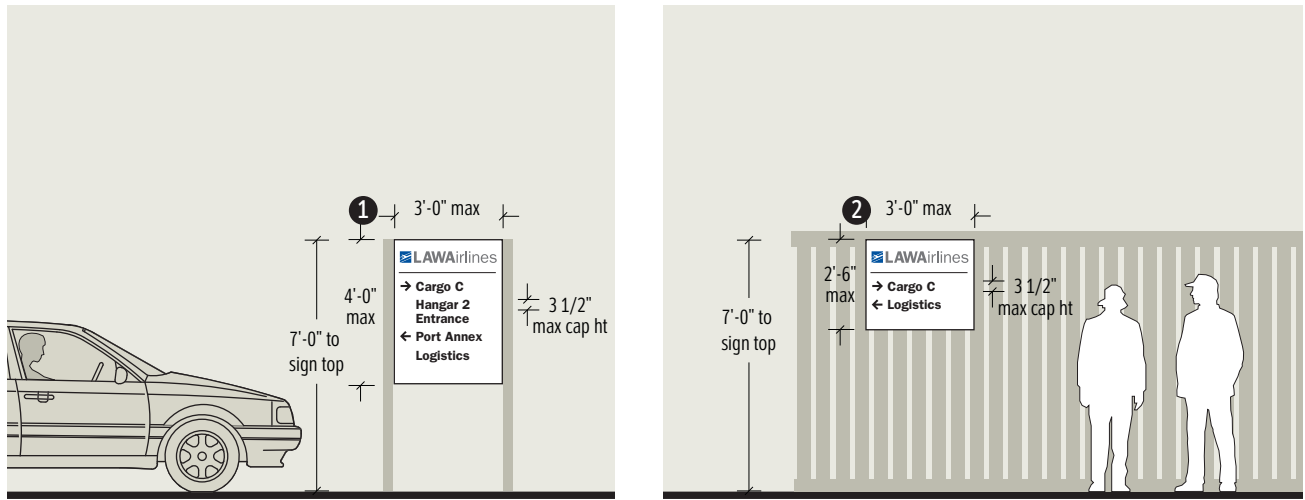


Figure 6d: Directional signs guide vehicular traffic to tenant buildings when other such signs do not exist.

- ① Post and panel type directional sign
- ② Fence sign



Figure 6e: Directional signs attached to tenant buildings are acceptable but not preferred.

- ③ Panel directional sign attached to exterior wall

# Design Review Process



*Los Angeles  
World Airports*

**LA/Ontario International Airport**



### **Step 1 – Conceptual Design Submittal**

The Tenant shall submit to LAWA's Engineering & Project Management Division (EPMD) a written description of the type of sign and/or graphics proposed for their selected space. A set of renderings or elevation to scale must be included. Drawings should be on a minimum sheet size of 11" x 17". While Computer-Aided Drafting (CAD) drawings are not required for the Concept Development submittal, they will be required for all other construction drawings.

Submissions must be addressed to:

Chief Airports Engineer  
Engineering & Project Management Division (EPMD)  
Los Angeles World Airports  
7301 World Way West, 5th Floor  
Los Angeles, CA 90045  
Tel: 310-646-5700  
Fax: 310-417-0532

EPMD will assign a Project Engineer who will guide them through the development and implementation of the proposed sign. A single representative for the Tenant will be responsible for communicating with the Project Engineer.

A copy of the ONT Master Lease Exhibits (MLE) will be provided for the impacted area. The MLE are for the Tenant's information only. The Tenant must coordinate with the Project Engineer to research and obtain the specific Architectural and Engineering Record Drawings located in the EPMD Reprographics Group.

Engineering & Project Management Division  
Reprographics Group  
Los Angeles World Airports  
7301 World Way West, 4th Floor  
Los Angeles, CA 90045  
Tel: 310-646-5700 ext. 3029  
Fax: 310-646-7287

### **Conceptual Design Submittal Check List**

The Tenant shall submit five (5) copies of the Conceptual Design. The following is a draft list of items required and is subject to change:

1. Cover letter describing proposed project including design intent.
2. One (1) Site Plan or Terminal Lease Plan showing the location of the proposed improvements.
3. At least one (1) photo showing the existing conditions.
4. One (1) color rendering or elevation(s) of the conceptual design identifying materials and architectural elements. (scale: 1/4" = 1'-0")

When requested, the Tenant shall present the Conceptual Design to LAWA staff for review and approval. The Conceptual Design shall be submitted to LAWA within the time frame negotiated or stated in the Tenant's agreement. Written comments will be provided to the Tenant. The Tenant shall revise the design, incorporate comments received from LAWA, and resubmit for review and approval. Allow approximately 4 to 6 weeks for LAWA EPMD to issue a concept approval letter to the Tenant upon receipt and acceptance of the submittal. No work shall begin on developing Design and Construction Documents without LAWA's Concept Approval.

## Step 2 – Design Development & Construction Documents

The Tenant shall formally issue five (5) complete sets of CAD drawings to LAWA with an accompanying Cover Letter addressed to the Project Engineer.

The Cover Letter shall identify the project, indicate the Submittal being issued, scope of work, design approval comments incorporated, if applicable, and a list of all the drawings included with submittal.

All drawings shall be to scale and should include, but are not limited to the following:

Drawing Description	Scale
Site Plan	As Appropriate
Elevations	1/4" + 1'-0"
Finish Schedule and Details	As Appropriate

LAWA's review of the Design Development and Construction Document Submittals will include, but are not limited to, the following topics:

- **Overall Design Compatibility with Each Terminal's Architectural Features**  
Fulfillment of LAWA Design and compliance with the Tenant Signage Guidelines.
- **Interface with Public Areas**  
The Tenant design bordering public areas shall conform to the lease-specified vertical and horizontal requirements, and coordinate with adjacent concessions.
- **Code Compliance**  
Design shall comply with all applicable local, state, and federal laws, codes, and ordinances and other government agency requirements. The Tenant is responsible for submitting documents directly to other government agencies.

- **Sustainability**  
LAWA encourages the use of environmentally responsible materials and finishes. Wood-based materials and products should be certified in accordance with the Forest Stewardship Council's Principles and Criteria for wood building components. The Tenant should identify space for the collection and storage of recyclable materials such as paper, corrugated cardboard, glass, plastics and metals.
- **Compliance with LAWA's Sign Policy/Guidelines**  
The Construction Documents shall be submitted to LAWA within the time frame negotiated or as stated in the Tenant lease agreement. Allow approximately 4 to 6 weeks for LAWA EPMD to review and approve Tenant's Design Submittal. If the Design Submittal is not approved, the Project Engineer will issue LAWA's review comments to the Tenant. The Tenant will correct and/or revise drawings, as required, and re-submit the package for LAWA Approval. The Tenant shall obtain LAWA's Construction Approval in writing before any construction activities may begin.

## Tenant Construction

Construction in Tenant areas shall not begin until an approved building permit has been secured from the City of Ontario Department of Building and Safety and written approval is received from LAWA.

When ready to begin construction, the Tenant shall notify the Project Engineer who will schedule a pre-construction meeting.

# Glossary



## **LA/Ontario International Airport**



**Advertising**

The action of calling something to the attention of the public to promote a product or service.

**Architectural Element**

A vertical face, breaking up the horizontal face of the facade of a building or structure.

**Box/Can Sign**

A metal, fiberglass, plastic or wood enclosure with a translucent sign panel illuminated from within. This includes any variation of individually canned letters or combination with box sign.

**Canopy**

A horizontal overhang.

**Capital Height (Cap. Ht.)**

The distance from the top of a capital letter form to the bottom of the same letter form.

**Clerestory**

A break in a roof or ceiling system where two roofs or ceilings meet at different levels, creating a vertical space that may have windows.

**Construction Sign**

Any sign necessary during construction to meet regulatory and safety standards, guide and direct visitors and staff, as well as general information.

**Copy**

Text, artwork, photos or drawings to be reproduced.

**Corporate Signature**

The company's name in recognized style and form, and/or the company's logo.

**Display**

A three dimensional or graphic device whose purpose is to promote a product or service.

**Demising Line**

The line separating the adjoining lease spaces or public common areas.

**Fascia**

Outside, horizontal element on a cornice.

**Freestanding Sign**

Any sign for which the primary structural support is not a building, and which has as its primary support a post, pole or other structure which is anchored to, attached to, or standing directly on the ground.

**Header**

That portion of the building which is an architectural element running above the demising line.

**Logo**

Symbol, single letter or icon representing a business or product.

**Logotype**

Lettering or name representing a business or product.

**Non-Conforming Sign**

A sign which has been previously permitted by the Los Angeles World Airports, but which does not conform to present signage standards.

**Non-Permitted Sign**

Any sign which has been installed by a tenant for which no permit has been obtained.

**Sign**

An element whose purpose is to guide, direct and inform.

**Sign Area**

The area of the sign shall be considered to be the area of the smallest rectangle, circle or triangle which can be circumscribed around all words, letters, figures, symbols, designs and framing devices that form an integral part of the sign.

**Storefront**

The front boundary plane (demising line) of each tenant's space, separating the tenant from the public access way, and limited by the floor and respective finished face or header above and between the vertical demising lines on either side.

**Temporary Sign**

A sign visible for not longer than forty (45) days.

**Text**

The message in words that appears on a sign.