

INSTRUCTIONS FOR PERMANENT SIGNS

Prepare 3 sign submission packages. See requirements below.

Apply to the Building Commission. The Building Commission meets on the first and third Thursdays of the month at 7:00 P.M. You are required to attend the meeting or your application will not be reviewed.

When the plans have been approved by the Building Commission, a permanent sign permit must be obtained before construction can begin on the sign.

Each sign package must include:

1. **Site Plan**, drawn to scale, indicating the width of the building facia which abuts the frontage street; setback distance of the building; property lines, walks, drives, parking areas, and all structures including other permanent signs on the property. The drawing must depict the position of the sign or other advertising structure in relation to any building, structures, streets, or drives within a distance of one hundred fifty (150) feet, measured in a straight line without regard to intervening buildings, structures, streets, or drives.
2. **Color Photographs** of the building facia, current supporting base, and all existing permanent signs including sign face square footage.
3. **Color Elevation Sketch** of Sign Type and Face drawn to scale.
4. **Cross-Section**, drawn to scale. Show foundations, construction of sign, and attachment of face to sign, to building, or supporting base.
5. **Electrical Information** including a description of the lamp and lens material. Include the amount, type and wattage of each; source of power; protectors; wire size; material and methods.
6. **Specifications and methods of construction**, erection and attachment of sign. AN OHIO STATE CERTIFIED STRUCTURAL ENGINEER'S STAMP OF APPROVAL MUST BE ON THE FOUNDATION DRAWING FOR supporting bases.
7. If the sign is to be attached to an existing supporting base include the previous sign height, size, construction and electrical characteristics. AN OHIO STATE CERTIFIED STRUCTURAL ENGINEER'S STAMP OF APPROVAL MUST BE ON THE FOUNDATION DRAWING FOR EXISTING supporting bases.
8. **Written consent of the owner of the building, structure, or land** to which or on which the sign or advertising structure is to be erected.
9. Any information, calculations, or documentation required by the State Building Code, the local Building Code, or other applicable ordinances of the City.

Plan Review History (office use only)

Plans Received:
