



COMMERCIAL SIGN PERMIT APPLICATION

City of Sandusky, Division of Building

240 Columbus Avenue, Sandusky, Ohio – 419.627.5940 – building@cityofsandusky.com

Submit one application for each building or structure. Please print or type. All sections must be completed.

All permit applications must be submitted with two (2) sets of construction drawings and two (2) plot plans showing the location of the sign from the property line and/or buildings.

Name of Project:			
Exact address of project:			
Owner of property:		Attention:	
Address:			
Phone:		<input type="checkbox"/> Send by E-mail:	
Leased by:		Attention:	
Address:			
Phone:		<input type="checkbox"/> Send by E-mail:	
Name of Submitter:			
Address:			
Phone:		<input type="checkbox"/> Send by E-mail:	
Is the sign located within the Downtown Design Review District? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy of Certificate of Appropriateness.		Type of Sign:	<input type="checkbox"/> Marquee <input type="checkbox"/> Monument <input type="checkbox"/> Roof <input type="checkbox"/> Projection <input type="checkbox"/> Ground <input type="checkbox"/> Freestanding Wall <input type="checkbox"/> Canopy <input type="checkbox"/> Freestanding Pole <input type="checkbox"/> Banner
Scope of Work:	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration of Existing <input type="checkbox"/> Temporary	Please select:	<input type="checkbox"/> Electric <input type="checkbox"/> Neon (Separate Electric permit may be required)
Please select:	<input type="checkbox"/> Metal <input type="checkbox"/> Plastic <input type="checkbox"/> Wood <input type="checkbox"/> Other:	Please select:	<input type="checkbox"/> Single Face <input type="checkbox"/> Double Face
Cost of work covered by this application:	\$	Square footage of Sign:	
Fee schedule: <i>New Construction, major alterations or additions to freestanding signs and wall signs larger than 24 sq. ft. require a plan review.</i>	I hereby certify that I am the (select one)		
Base Fee \$25.00	\$25.00	<input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner	
Plan Review Fee \$100.00	\$100.00	and all information contained in this application is true, accurate and complete to the best of my knowledge.	
Sub-Total	\$125.00	All official correspondence in connection with this application should be sent to my attention at the address shown above.	
BBS fee (3% X sub-total)	\$3.75	Signature	Date
Total Fees to be paid	\$128.75	Print or Type Name:	
If work is started prior to obtaining permit a 100% penalty will be charged.			
CONTRACTOR INFORMATION			
<i>All contractors are required to be registered with the Building Department office.</i>			
Company Name		Phone number	
Contractor Name		City of Sandusky Registration #	
OFFICE USE ONLY			
Received date:	Approval/Issue date:	Processed by:	
Approved by:			

PLAN REVIEW CHECKLIST

The following information shall be provided on all documents submitted for Plan Approval for Signage:

- 1. **DESCRIPTION OF WORK:** Provide a brief description of the scope of work. If this project is related to another building construction project currently or recently submitted for permit review, please provide the name and project application number for the other project on this in the space provided.
- 2. **SITE PLAN:** showing property lines, setbacks, utilities and distances from buildings and structures.
- 3. Provide information to meet the requirements of the Ohio Building Code (OBC) regarding signage. Items below list the typical requirements, but other items may be required depending upon signage type. If you have further questions, contact the Building department.
- 4. Provide **STRUCTURAL INFORMATION** in accordance with the current Ohio Building Code (OBC) including but not limited to: structural details, cross sections, wall sections, details including typical connections as required to FULLY describe the construction. Indicate the required design live loads such as wind, snow and seismic loads. Soil test information may be required per the current OBC.
- 5. **ELECTRICAL INFORMATION:** Provide electrical information in accordance with the current Ohio Building Code and the current National Electric Code (NEC, NFPA 70). Verify source of service, disconnecting means and grounding methods if sign is illuminated.
- 6. **MANUFACTURERS SPECIFICATIONS:** shop drawings and details. Plans and specifications of for the Signage shop drawings including installation details and material and fastener specifications.
- 7. **AUTHORIZATION LETTERS** and **SIGNAGE** construction document information in accordance with the current Ohio Building Code. Provide written consent from the owner or lessee of the property upon which the sign is to be placed.
- 8. Indicate anchoring methods for wall mounted signs and attachment details for fascia materials.
- 9. **SPECIAL INSPECTION** information for compliance with the current Ohio Building Code. All structural steel welded and bolted connections, as well as deep caisson or pier reinforcing steel shall require special inspections. Provide names of the certified individuals and the respective inspections that they will be responsible for.
- 10. **ELEVATION SKETCH** for freestanding signs.
- 11. Drawing indicating the location and size of all other signs on property. (Required by Planning & Zoning)
- 12. Drawing locating and showing dimensions of wall signs on buildings.

If questions for the Division of Planning & Zoning, please contact 419.627.5973

If questions for the Building Department, please contact 419.627.5940 or email building@cityofsandusky.com.