

COMMERCIAL SIGN SUBMITTAL CHECKLIST

All submissions require an application, appropriate fees and three (3) complete sets of drawings. This checklist is meant to be a guide and is not inclusive of all requirements for signs as required in the Ohio Building Code. Please review OBC Section 3107 and related codes for complete requirements.

- **OBC 106.1.1** – Minimum required information on documents submitted for plan review and building permit, including:
 - Site plan indicating property lines and sign location(s);
 - Building elevation(s) indicating sign location(s) as required;
 - Cross section of the sign indicating sign construction and attachment method;
 - If a ground sign (6'-0" high or less) section through ground sign showing foundation, foundation details, material specifications, and sign construction;
 - Pole sign (6'-0" high or more), require complete engineering analysis and sealed documents including detailed sections showing foundation, sign construction, dimensions, etc.

- **OBC 3107.1.1** – Written & signed consent of the owner or lessee of the property to erect sign on the property.

- **OBC 3107.3** – Location restrictions.

- **OBC 3107.5** – Structural requirements: All structural design loading data including wind load, seismic load, working stresses and attachment loads.

- **OBC 3107.6** – Electrical illumination: Require panel location, circuit number, breaker rating, wire & conduit type & size.
 1. NEC 600.3 – Listing: Provide UL or other testing agency number for the sign.
 2. NEC 600.4 – Markings: Marked with manufacturer's name, trademark, or other means of identification; and input voltage and current rating.
 3. NEC 600.5 – Branch circuits: Incandescent/Fluorescent – dedicated 20 amp circuit with no other load on circuit; Neon – Minimum 20 amp, maximum 30 amp dedicated circuit with no other load on the circuit.
 4. NEC 600.6 – Disconnects: Must be accessible; Within sight of the sign or lockable if no with the sight of the sign.

- **OBC 3107.7** – Combustible materials.
- **OBC 3107.8** – Animated devices.
- **OBC 3107.9** – Ground signs.
- **OBC 3107.10** – Roof signs.
- **OBC 3107.11** – Wall signs.
- **OBC 3107.12** – Projecting signs.
- **OBC 3107.13** – Marquee signs.