

Commercial Sign Submittal Checklist

All submissions require an application, appropriate fees and **two complete sets of drawings***. This checklist is meant to be a guide and is not inclusive of all requirements for signs as required by the Ohio Building Code and the National Electric Code. Please review OBC Section 3107 and NEC Section 600 and for complete requirements.

Drawings shall be of **sufficient clarity** to indicate the location, nature and extent of the work proposed. Please provide the following:

- **AUTHORIZATION LETTER.** Provide **written consent** from owner or lessee of property on which the sign is to be installed.
- **SITE PLAN.** All submittals **must include a site plan.** Provide site plan showing building location, property lines, and sign locations.
- **ELEVATIONS.** Show position of sign on wall and/or height of sign above grade level.
- **CROSS SECTIONS.** Show section through the sign as well as the pole, support, foundation and/or wall. Show construction and materials, and **method of attachment to wall or support including size, type, and spacing of anchors.**
- **STRUCTURAL.** Drawings shall be **sealed by a design professional** showing structural design load data including *wind load, seismic load, working stresses.***
- **INTERNALLY ILLUMINATED SIGNS.** Provide **all** of the following:
 - **Panel location** and panel name, if applicable. Description of panel location is acceptable (i.e. elec panel located on north wall in mech room). A drawing is not required.
 - **Circuit number and breaker rating**
 - **Wire size and type**
 - **Raceway size and type**
 - **Equipment grounding conductor*****, as applicable.
 - All illuminated signs shall be UL or other Nationally Recognized Testing Laboratory listed and labeled. **Provide specific listing number.** If listing number is not available at time of submittal, **indicate on the drawing** that the sign will be UL labeled (or other NRTL). The specific listing number must be provided to the Building Department prior to installation of sign.

*11" x 17" is preferred drawing size. Include subject address on each sheet.

** Exception: Generally ground signs less than 6'-0" high and wall signs less than 30' above grade will not require a design professional.

***If grounding electrode conductor to a driven ground rod is installed, then the minimum size of conductor shall be #6 cu per NEC 250.66(A).