CITY OF SPRINGFIELD, OHIO – COMMUNITY DEVELOPMENT DEPARTMENT
- BUILDING REGULATIONS DIVISION -
76 East High Street Springfield, Ohio 45502 Phone: (937) 324-7389 Fax (937) 328-3558

PERMANENT SIGN PERMIT APPLICATION

Project name:	**Zoning District:**
Address:	**Date:**
Owner:	**Phone:**
Contractor:	**Phone:**

Use the reverse side of this form to describe each sign to be installed.

PERMANENT SIGNS		FEE	TOTAL
Application		$ 20.00	$20.00
# Signs = _____	Square Feet _____ x (from reverse side)	$ .60 /sq. ft.	
SUBTOTAL			
OBBS fee (3%)			
Zoning (does not include electrical permit)		$ 5.00	$ 5.00
TOTAL FEES DUE			

Note: An additional $45.00 reinspection fee may be imposed for work that was not properly installed, was not ready for inspection, had changed from approved plans, or was not accessible at the time of the inspection.

Signed: _____ **Title:** _____
(Applicant)

Receipt # _____	**Date** _____	**Rec'd by** _____

APPROVALS	NAME	DATE
Zoning Administrator		
Building Official		
Electrical Inspector (Illum signs only)		

Separate permits are required for electrical work

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DESCRIPTION OF SIGN(S)

#	Sides		Type							Illuminated	Size	Square Feet	Wording On Sign
	Single Face	Double Face	Wall	Paint only	Ground Support	Roof	Projecting	Temporary Banner	Temporary Free-Standing				
											____ x ____		
											____ x ____		
											____ x ____		
											____ x ____		
											____ x ____		
											____ x ____		
___	**TOTAL NUMBER & SQUARE FOOTAGE**											_____	

ILLUMINATION:

Electrical permit required if new electric is installed. All illuminated signs must be listed and must conform to the National Electrical Code. Submit listing information with application. An electrical permit must be issued prior to the issuance of the sign permit for a NEW illuminated sign – a one-line electrical drawing must be submitted and approved for a new installation.

CONSTRUCTION DRAWINGS:

Construction drawings for permanent signs must be submitted with this application. Certified drawings and a plot plan are required for ground-supported signs. An Ohio licensed engineer or architect must certify wind loading of 90 MPH for all ground –supported signs standing 4 feet from grade.

REQUIRED INSPECTIONS:

Footer:…… Before concrete is placed
Rough Framing: …….. Before bolts & attachments are covered
Electrical Underground: …….. Before underground electrical is covered
Rough Electrical: …… Before electrical connections are covered
Final Electrical/Final Sign: ……. When sign is completed and ready for operation

ILLEGAL OR UNATHORIZED WORK:

A fee of $200.00 to $1,000.00 may be charged for the investigation of illegal or unauthorized work (defined as work performed prior to the issuance of the proper permits or without the proper city licenses.

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