

## TEMPORARY SIGN PERMIT APPLICATION

<b>Project name:</b>	<b>Sign District:</b>
<b>Address:</b>	<b>Date:</b>
<b>Owner:</b>	<b>Phone:</b>
<b>Contractor:</b>	<b>Phone:</b>

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

TEMPORARY SIGNS	FEE	TOTAL
Display Dates _____	\$ 25.00 (for 30 days)	
<b>TOTAL FEES DUE</b>		

**PLEASE SUBMIT THE FOLLOWING:**

1. Sign Permit Application
2. Sign Description: Including size, illumination, and construction type
3. Sign Location Map, with distances from lot lines, parking spaces, and adjoining streets and alleys

**Signed:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Applicant)

APPROVALS	NAME	DATE
Zoning Administrator		
Electrical Inspector (Illuminated signs only)		

Separate permits are required for electrical work  
**-OVER-**



# DESCRIPTION OF SIGN(S)

#	Type					Size	Square Feet	
	Single Face	Double Face	Ground Support	Temporary Banner	Temporary Free-			
						___ <b>X</b> ___		
						___ <b>X</b> ___		
						___ <b>X</b> ___		
						___ <b>X</b> ___		
						___ <b>X</b> ___		
						___ <b>X</b> ___		
___	<b>TOTAL NUMBER &amp; SQUARE FOOTAGE</b>							

**ILLUMINATION:**

Electrical permit required if new electric is installed. All illuminated signs must be UL 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. Sealed 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.

**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 UNAUTHORIZED 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 registration).



Planning & Zoning

CITY OF SPRINGFIELD  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING & ZONING DIVISION

TEMPORARY SIGN PERMIT

**Temporary Sign Permits** - The Community Development Director or his/her designee may issue Temporary Sign Permits, subject to the following limitations:

- (1) No temporary sign shall be permitted if displaying the sign will be injurious to *Chapter 1155 Sign Requirements* or contrary to the purposes to be accomplished by Chapter 1155 Sign Requirements.
- (2) If the temporary sign is not firmly attached to the ground or to a building, the temporary sign shall be constructed so as to be able to withstand a wind pressure of not less than 80 miles per hour without falling over or blowing away.
- (3) No sign shall be displayed for more than thirty (30) consecutive days.
- (4) No more than six (6) Temporary Sign Permits shall be issued to any one occupied unit within any one (1) calendar year.
- (5) No more than one Temporary Sign permit shall be issued to any one occupied unit for display of a temporary sign during any one time.
- (6) No more than one (1) temporary sign shall be displayed for every 100 linear feet of frontage in a commercial development.
- (7) Signs shall not be located closer than 10 feet from the property line or lease line for the address separating such address from the adjacent address.
- (8) Additional signage or exceptions to these regulations may be requested through a conditional use permit application to the Board of Zoning Appeals.
- (9) A minimum time period of fourteen (14) consecutive days in which no temporary signage is displayed must elapse between the removal and placement of any subsequent temporary signage.
- (10) Expired and non-permitted temporary signs are to be defined and treated as rubbish pursuant to Chapter 1323 of Part 13 of the *Codified Ordinances of Springfield, Ohio*, for the purposes of removal by the City.
- (11) All banners, where permitted, shall be securely fastened on all four corners to an immovable object.
- (12) All free standing signs shall be securely fastened to the ground.

**Signature:** \_\_\_\_\_  
Applicant Date

**Please Print Name:** \_\_\_\_\_