

TEMPORARY 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.

TEMPORARY SIGN	FEE	TOTAL
Display Dates _____	\$ 25.00	

Pay permit, license, or zoning fees online using Doxo. Visa, Mastercard, Discover, and Apple Pay are accepted. Customers can also pay using a bank account with no fees.

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

Receipt # _____ **Date** _____ **Received by** _____

APPROVALS	NAME	DATE
Planning and Zoning Administrator		
Electrical Inspector (Illuminated Signs Only)		

Separate permits are required for electrical work.

-OVER-

DESCRIPTION OF SIGN

#	Sides				Type					Illuminated	Size	Square Feet	Wording On Sign
	Single Face	Double Face	Wall	Paint only	Ground	Roof	Projecting	Banner	Free Standing				
											X		
											X		
											X		
											X		
											X		
											X		
_____	TOTAL NUMBER										_____	TOTAL 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 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 licenses.



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: _____