



**Sign Permit Application**

**City of Gahanna, Ohio ■ Zoning Division**

200 S. Hamilton Road, Gahanna, OH 43230 ■ Phone: (614) 342-4025 ■ Fax: (614) 342-4117

Sign Permit No: \_\_\_\_\_

Date Received: \_\_\_\_\_

Building Permit No. \_\_\_\_\_

Date Approved: \_\_\_\_\_

Certificate of Appropriateness #: \_\_\_\_\_

Address of Sign Site: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Name of Business \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Type of Sign to be Erected:

New

Wall

Replacement Facing

Monument (freestanding)

Alteration

Projecting

Dimensions:

Overall Sign Height (Monument only): \_\_\_\_\_ (including base, frame & mounting)

Actual Sign Height (all other sign types): \_\_\_\_\_

Sign Face: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

Illumination Type: Internal  External  None

Site:

Width of Building Primary Frontage: \_\_\_\_\_ Secondary Frontage: \_\_\_\_\_

Number of Free Standing Signs on Site: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Number of Wall Signs on Site: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Grand Total Square Footage: \_\_\_\_\_

Miscellaneous:

Sign Material: \_\_\_\_\_ Cost of Sign, Including Erection: \_\_\_\_\_

How is Sign Secured or Anchored: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Submission Requirements**

1. Submit a copy of approved Certificate of Appropriateness (if applicable).
2. Permit fee: \$50.00

**APPROVAL**

In accordance with Section 1165 of the Codified Ordinances of the City of Gahanna, Ohio, I hereby certify that this Sign Permit, as described in this application, has been approved.

\_\_\_\_\_  
Signature of Building Inspector Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Planning & Zoning Administrator Date \_\_\_\_\_

Conditions: \_\_\_\_\_

1. Commercial & Industrial Building Permits are required for all signs with the following exceptions:
  - Face replacements
  - Monument signs under six feet tall
2. When submitting the four sets of drawings/plans required for Commercial & Industrial Building Permit applications for signs, it is necessary to either:
  - Submit excerpts from the Central Ohio Sign Association Standards ([www.cosa-signs.com](http://www.cosa-signs.com)) and details as to how those codes have been applied in the plans. You must be a member of COSA to use this option.
  - Submit sealed drawings. See attached excerpts below from the Ohio Building Code, Section 106.
  - Provide all structural calculations on the sign design and installation plan as detailed below. Please note that structural calculations should include wind load calculations. All signs must withstand 90 mph winds.

3. Sign Design Drawings and Installation Plans Must Include the Following:

#### Wall/Projecting Signs

- Material type
- Dimensions
- Weight
- Cabinet or raceway design/construction details – include framework dimensions
- Installation plan – include the number, type, size and proposed location of all anchors/fasteners and how they will be connected to supporting members/walls
- Sign location – include a building drawing/photograph or elevation labeled North, South, East and West, reflecting the exact location of any proposed wall or projecting sign(s)

#### Freestanding/Monument Signs

- Material type
- Dimensions
- Installation plan – including the footing depths/hole dimensions, post or pole dimensions, and details describing how the sign face will be connected to supporting members and footing
- Sign location – Include a site plan reflecting the dimensioned location of any freestanding sign(s). Two separate points of reference and measurements should be included.

### Excerpts from Ohio Building Code Section 106 – Construction Documents

**106.1 Submittal documents.** Construction documents, statement of special inspections required and other data shall be submitted in two or more sets with each application for an approval.

**106.1.1 Information on construction documents.** Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be coordinated and of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code.

**106.2 Evidence of responsibility.** Required construction documents, when submitted for review as required under section 107, shall bear the identification of the person primarily responsible for their preparation.

**106.2.1 Seal requirements.** When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the approval application a registered design professional who shall act as the registered design professional in responsible charge. The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

Where structural observation is required by section 1709, the inspection program shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur. See also duties specified in Section 1704.

Construction documents shall bear the seal of a registered design professional pursuant to section 3791.04 of the Revised Code.