

SOUTHEAST OHIO BUILDING DEPARTMENT APPLICATION FOR SIGN PERMIT

PARCEL NUMBER _____

COUNTY _____

APPLICATION NO. _____

PLEASE PRINT OR TYPE

(SUBMIT ONE APPLICATION FOR EACH BUILDING OR STRUCTURE)
PLEASE PRINT OR TYPE ON BOTH SIDES

● Property Owner's Information

Name _____

Contact Name _____ Phone Number _____

Address _____

City _____ State _____ Zip Code _____

● Occupant Information

Name _____

Contact Name _____ Phone Number _____

Address _____

City _____ State _____ Zip Code _____

● Applicant/Submitter's Information

Name _____

Name of Firm _____ Phone Number _____

Address _____

City _____ State _____ Zip Code _____

● Plans Prepared By (check one)	Ohio Registration No.
A. Ohio Registered Architect <input type="checkbox"/>	_____
B. Ohio Professional Engineer <input type="checkbox"/>	_____
C. Ohio Sprinkler System <input type="checkbox"/>	_____
D. Other <input type="checkbox"/>	_____

Is this in incorporated City or Village? YES NO

● Cost of work covered by this application \$ _____

Signature of Applicant _____

Title _____ Date _____

Date Received _____

* Prior to submission of application and plans
+ For additional mileage and travel time.

Make check payable to: Southeast Ohio Building Dept.

● Contractor Information

Name _____

Contact Name _____ Phone Number _____

Address _____

City _____ State _____ Zip Code _____

Square footage of sign: _____

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● GROUND SIGNS		
175 square feet or less		
Non-Lighted	\$ 75.00	
Lighted	\$150.00	
Exceeds 175 square feet		
Non-Lighted	\$160.00	
Lighted Exist Serv.	\$185.00	
Lighted New Serv.	\$260.00	
● WALL SIGNS		
20 square feet or less		
Lighted	\$ 75.00	
20-50 square feet		
Non-Lighted	\$ 75.00	
Lighted	\$150.00	
50 square feet or more		
Non-Lighted	\$100.00	
Lighted	\$200.00	
MULTIPLE SIGN FEE		
● MISCELLANEOUS FEES		
\$ 60.00 Per Hour After 3 rd Submittal		
\$ 60.00 Per Hour—Preliminary Review *		
\$ 30.00 Per permit—outside Washington Co.+		
\$150.00 Partial Permit		
● NON-COMPLIANCE FEES		
Fee will be two times the original fee due plus the original fee.		
● Sub Total	⇒ \$	
● Add: State of Ohio Surcharge—3%		
● Total	⇒ \$	

SOUTHEAST OHIO BUILDING DEPARTMENT SIGNS FEE POLICY

Is project located in a FEMA Serious Flood Hazard Area? Yes No
If the answer if YES, supply the Base Flood Elevation _____
additional information at right. Zone A Zone AE

All Sign Submittals Require The Following:

- The application shall be accompanied by the written consent of the owner or lessee of the premises upon which the sign is to be erected.
- Signs requiring plan approval shall submit construction documents with dimensions, materials and details of construction showing conformance to the Ohio Building Code.

Ground Signs:

Calculate the area times the height from the ground to the center of the solid sign.

Fees:

If the product is 10 to 175 square feet*:	Non-Lighted Sign	\$ 75.00
	Lighted Sign	\$150.00
If the product exceeds 175 square feet*:	Non-Lighted Sign	\$160.00
	Lighted Sign (Existing Service)	\$185.00
	Lighted Sign (New Service)	\$260.00

*If the product exceeds 200 feet and/or the top of the sign exceed 10'-0" above finished grade, the sign will require submittal of (3) sets of sealed drawings¹ for approval, along with the items listed above for all sign submittals.

Wall Signs:

Fees:

If the product is under 20 square feet:	Non-Lighted Sign	No Permit
	Lighted Sign	\$ 75.00
If the product is 20 to 50 feet:	Non-Lighted Sign	\$ 75.00
	Lighted Sign	\$150.00
If the product is 50 square feet or more:	Non-Lighted Sign	\$100.00
	Lighted Sign	\$200.00

*If the square footage exceeds 50 square feet, the sign will require submittal of (3) sets of sealed drawings¹ for approval, along with the items listed above for all sign submittals.

Multiple Wall Signs:

Permits for multiple wall signs are required to conform to the following:

- a. Signs are to be at a single location for a single tenant/owner
- b. The largest sign in the group of signs must not exceed 50 square feet.
- c. The total maximum fee for the group of signs will be twice the fee for the largest sign in the group.

¹ Requires the seal of an Ohio Architect or an Ohio Professional Engineer