

SOUTHEAST OHIO BUILDING DEPARTMENT SIGNS FEE POLICY

Is project located in a FEMA Serious Flood Hazard Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer is YES, supply the additional information at right.	Base Flood Elevation	<input type="text"/>
	<input type="checkbox"/> Zone A	<input type="checkbox"/> 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 site plan, dimensions, materials and details of construction showing conformance to the Ohio Building Code.

Ground Signs:

Plan approval is required for signs over 6' in height from existing ground level or any sign that has electric regardless of height.

Fees:

If the product exceeds 6' in height*:	Non-Lighted Sign	\$ 75.00
	Lighted Sign (existing electric)	\$150.00
	Lighted Sign (new service)	\$300.00

*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 three (3) sets of sealed drawings¹ for approval, along with the items listed above for all sign submittals.

Wall Signs:

Fees:

If the product is larger than 20 square feet.*	Non-Lighted Sign	\$ 75.00
If the product has electric regardless of size*	Lighted Sign	\$150.00

*If the square footage exceeds 50 square feet, the sign will require submittal of three (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 total maximum fee for a group of three (3) signs or more will be twice the fee.

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

**SOUTHEAST OHIO BUILDING DEPARTMENT
APPLICATION FOR SIGN PERMIT**

PARCEL NUMBER

COUNTY

● PROJECT / BUILDING LOCATION

Business Name

Contact Name Phone Number

E-Mail Address

Address

City State Zip Code

Is this in an incorporated City or Village?

Yes No

● PROPERTY OWNER'S INFORMATION

Name

Contact Name Phone Number

E-Mail Address

Address

City State Zip Code

● APPLICANT / SUBMITTER INFORMATION

Name

Contact Name Phone Number

E-Mail Address

Address

City State Zip Code

● CONTRACTOR'S INFORMATION

Business Name

Contact Name Phone Number

E-Mail Address

Address

City State Zip Code

FEE SCHEDULE

● GROUND SIGNS	
OVER 6' OR HAS ELECTRIC	
Non-Lighted \$ 75.00	\$ <input type="text"/>
Lighted Exist Electric \$ 150.00	\$ <input type="text"/>
Lighted New Elec \$ 300.00	\$ <input type="text"/>
● WALL SIGNS	
IF PRODUCT IS LARGER THAN 20'	
Non-Lighted \$ 75.00	\$ <input type="text"/>
IF PRODUCT HAS ELECTRIC	
REGARDLESS OF SIZE	
Lighted \$ 150.00	\$ <input type="text"/>
MULTIPLE SIGN FEE	\$ <input type="text"/>
MISCELLANEOUS FEES	
\$60.00 Per Hour After 3 rd Submittal	\$ <input type="text"/>
\$60.00 Per Hour – Preliminary Review	\$ <input type="text"/>
\$150.00 Partial Permit	\$ <input type="text"/>
Non-Compliance Fees (if applicable)	\$ <input type="text"/>
SUB TOTAL	\$ <input type="text"/>
Add: 3% State of Ohio Surcharge	\$ <input type="text"/>
TOTAL FEES DUE	\$ <input type="text"/>

Cost of work covered by this application \$

Signature of Applicant

Title Date

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

Make check payable to: Southeast Ohio Building Dept.