



EACH SIGN REQUIRES A SEPARATE APPLICATION AND MUST BE FILLED OUT COMPLETELY
INCOMPLETE SIGN APPLICATIONS AND PLANS WILL NOT BE ACCEPTED

Applicant to complete this top section ONLY.....TYPE OR PRINT IN INK

APPLICANT INFORMATION APPLICANT _____ COMPANY NAME _____ ADDRESS _____ CITY/STATE/ZIP _____ TELEPHONE # _____ PROJECT VALUE _____	BUSINESS INFORMATION SIGN LOCATION _____ BUSINESS NAME _____ BUSINESS OWNER _____ ADDRESS _____ CITY/STATE/ZIP _____ TELEPHONE # _____
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COMMERCIAL PLAN REVIEW FEE MUST BE PAID AT TIME OF APPLICATION (\$30.90 MINIMUM)
See other side for fees and instructions

USE OF PREMISES (WHERE SIGN IS TO BE INSTALLED)	SIZE OF SIGN _____ ft. x _____ ft. = _____ Total Sq. Ft.	NUMBER OF PLANS SUBMITTED	
NATURE OF WORK Change Face _____ Erect _____ Modify _____ Paint _____ Repair _____ Other _____	STRUCTURE STATUS New _____ Existing _____	MOVING SIGN Yes _____ No _____	CONSTRUCTION MATERIAL Metal _____ Plastic _____ Wood _____ Other _____
TYPE OF SIGN Awning _____ Banner _____ Billboard _____ Canopy _____ Changeable _____ Entrance/Exit _____ Free-Standing _____ Instructional _____ Marquee _____ Projection _____ Roof _____ Wall _____ Window _____ Other _____	NUMBER OF FACES Single _____ Double _____	ILLUMINATED Yes _____ No _____	PROPOSED SIGN SETBACK Front _____ Side-N _____ Side-S _____ Side-E _____ Side-W _____ Rear _____
	USE OF SIGN Construction _____ Advertising _____ Off-Premise _____ Identification _____ Real Estate _____ Other _____	ELECTRICAL Yes _____ No _____	NUMBER OF EXISTING SIGNS ON PROPERTY _____ ft. x _____ ft. = _____ sq. ft. - Free-Standing _____ ft. x _____ ft. = _____ sq. ft. - Wall _____ ft. x _____ ft. = _____ sq. ft. - Projecting _____ ft. x _____ ft. = _____ sq. ft. - Wall _____ ft. x _____ ft. = _____ sq. ft. - Roof _____ ft. x _____ ft. = _____ sq. ft. - Other _____ ft. x _____ ft. = _____ sq. ft. - Other
		SIGN Permanent _____ Temporary _____	

I certify that the information contained herein is complete and accurate, and the work will be done as described hereon and in accordance with the Unified Building Code and other applicable laws and ordinances of the City of Dayton, Ohio.

APPLICANT'S SIGNATURE _____ DATE _____

The undersigned is the owner of the property upon which the herein described sign is to be erected. I give consent to the construction, inspection and removal of this sign, as may be required, if hazardous or in violation of the Zoning ordinance.

PROPERTY OWNER'S SIGNATURE _____ DATE _____
 PRINT NAME _____
 ADDRESS _____ CITY _____ STATE _____ TELEPHONE # _____

- FOR OFFICE USE ONLY -

<table border="1" style="width: 100%;"> <tr> <th style="width: 80%;">PRE-ROUTING CHECKLIST</th> <th style="width: 20%;">INITIALS</th> </tr> <tr> <td>APPLICATION REVIEWED</td> <td></td> </tr> <tr> <td>CHECKED OPEN PERMITS</td> <td></td> </tr> <tr> <td>VERIFIED C.U.O./O.C.</td> <td></td> </tr> <tr> <td>CHECKED PROJECT</td> <td></td> </tr> <tr> <td>VERIFIED ADDRESS</td> <td></td> </tr> </table>	PRE-ROUTING CHECKLIST	INITIALS	APPLICATION REVIEWED		CHECKED OPEN PERMITS		VERIFIED C.U.O./O.C.		CHECKED PROJECT		VERIFIED ADDRESS		<table border="1" style="width: 100%;"> <tr> <th style="text-align: center;">DESCRIPTION OF SIGN</th> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </table>	DESCRIPTION OF SIGN									
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CITY OF DAYTON SIGN APPLICATION INFORMATION

- I. GENERAL INFORMATION** – Permits have been required for all signs since 1916 to control visual clutter and assure signs are safely and properly installed. An Occupancy Certificate should be obtained for the use of the building before applying for a sign permit. **Every sign, temporary or permanent, requires a permit which must be obtained before any work begins** and must comply with the Zoning Code, Ohio Building Code and National Electric Code.

SUPPLY ALL REQUIRED INFORMATION. MISSING DETAILS WILL RESULT IN YOUR APPLICATION NOT BEING ACCEPTED.

- II. APPLYING FOR PERMITS** – To obtain a permit you must provide:
- A. Application - Completed application with property owner's signature.
 - B. Plot Plan - 3 copies of a complete plot plan drawn to scale showing:
 - 1. The street frontage for the business, in feet.
 - 2. Distance from sign to lot lines and structures.
 - 3. North arrow.
 - 4. Location and type of all existing signs on the property.
 - 5. Landscaping details
 - 6. Copy of the Certificate of Appropriateness if in a Historic Overlay District
 - 7. Off-premise sign applications must show the information required by §150.925.1-14
 - C. Sign Illustration – 3 copies to show the following:
 - 1. Signs in a Landmark District - show the size and shape, including a color illustration.
 - 2. Details of how the sign is supported, attached, anchored, connected and braced, including foundation details. Also, indicate existing materials.
 - 3. Description of the message on the sign (what the sign says).
 - D. Electrical and Lighting Information - Indicate all electrical and lighting information, including transformer size and location. **A separate electrical permit is also required** (see National Electric Code, Article 600). All electrical must be tested and listed by an approved organization (UL or other).
 - E. Location and Description - Show all existing signs on the premises.
- III. PERMIT FEES** –
- A. Commercial Plan Review Fee (payable at the time of application)
0.1% of valuation, \$30 minimum + 3% State Surcharge = \$30.90 minimum
Example: Valuation of sign x .001 = State Surcharge
 - B. Commercial Sign Permit Fee (payable when permit is issued)
\$35 fee on valuation up to \$2,000, add 0.7% to any valuation between \$2,000 and \$100,000, and add .25% above \$100,000
Example: \$35 + valuation x 0.0025 + Sign Permit Fee
Sign Permit Fee x 0.03 = State Surcharge
 - C. Zoning Sign Permit Fee (payable when permit is issued)
.02% of valuation, \$25 minimum
Example: Valuation of sign x 0.002 = Zoning Fees
 - D. Zoning Sign permit Fee for a face change is \$25.00

You will be notified when the plans for the sign have been approved. The remainder of the Permit Fees will be due at that time.

- IV.** All work must be performed in accordance with the Zoning Code, Ohio Basic Building Code, National Electric Code, and other applicable ordinances. The permit will expire if work is not started, postponed, abandoned, or an inspection is not requested within six months of the issuance date.

IT IS YOUR RESPONSIBILITY TO CALL FOR ALL INSPECTIONS.

- V. INSPECTIONS REQUIRED** – 24 hour minimum notice is required
- A. Foundation Inspection – If a footing is needed, it must be inspected for depth and size before the concrete is poured. Call 333-3897 to schedule a structural inspection.
 - B. Electrical Inspection – If the sign is illuminated or wired for electricity, the electrician must call 333-3881 for an electrical inspection, when the work is completed.
 - C. Final Inspection – When all work is done, call 333-3887 for a final inspection.

IF YOU MOVE OR GO OUT OF BUSINESS, YOU ARE REQUIRED TO REMOVE YOUR SIGNS AND SIGN STRUCTURES. IF YOU PUT THE SIGN(S) UP AT ANOTHER LOCATION, YOU WILL NEED NEW SIGN PERMITS.

PORTABLE SIGNS – Portable signs, normally rented by the month, mounted on wheels or adjustable legs are **PROHIBITED IN ALL ZONING DISTRICTS.**