



SIGN APPLICATION

EACH SIGN REQUIRES A SEPARATE APPLICATION AND MUST BE FILLED OUT COMPLETELY. COMMERCIAL PLAN REVIEW FEE MUST BE PAID AT THE TIME OF APPLICATION (\$34.23 MIN.) SEE OTHER SIDE FOR FEES AND INSTRUCTIONS.

Sign Location Address: _____	Project Value: \$ _____	Size of Sign: _____ ft wide x _____ ft tall = _____ sq ft	Number of Plans: _____
Applicant: _____ Company Name: _____ Address: _____ City/State/Zip: _____ Telephone #: _____ Email: _____	Business Name: _____ Business Type: _____ Business Owner: _____ Address: _____ City/State/Zip: _____ Telephone #: _____	Property Owner: _____ Address: _____ City/State/Zip: _____ Telephone #: _____ Email: _____	

TYPE OF SIGN <input type="checkbox"/> Awning <input type="checkbox"/> Banner - <i>Fabric shall comply with ASTM D635 Burn-Rate Std</i> <input type="checkbox"/> Billboard <input type="checkbox"/> Canopy <input type="checkbox"/> Changeable <input type="checkbox"/> Entrance/Exit <input type="checkbox"/> Free-standing <input type="checkbox"/> Instructional <input type="checkbox"/> Projection <input type="checkbox"/> Roof <input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Other _____	NATURE OF WORK <input type="checkbox"/> Change face <input type="checkbox"/> Erect <input type="checkbox"/> Modify <input type="checkbox"/> Paint <input type="checkbox"/> Repair <input type="checkbox"/> Other _____	USE OF SIGN <input type="checkbox"/> Construction <input type="checkbox"/> Advertising <input type="checkbox"/> Off-premise <input type="checkbox"/> Identification <input type="checkbox"/> Real Estate <input type="checkbox"/> Other _____	CONSTRUCTION MATERIALS <input type="checkbox"/> Metal <input type="checkbox"/> Plastic <input type="checkbox"/> Wood <input type="checkbox"/> Other _____
STRUCTURE STATUS New <input type="checkbox"/> Existing <input type="checkbox"/>		MOVING SIGN Yes <input type="checkbox"/> No <input type="checkbox"/>	
NUMBER OF FACES Single <input type="checkbox"/> Double <input type="checkbox"/>		ILLUMINATED Yes <input type="checkbox"/> No <input type="checkbox"/>	
INSTALL PERMANENTLY Yes <input type="checkbox"/> No <input type="checkbox"/>		ELECTRICAL Yes <input type="checkbox"/> No <input type="checkbox"/>	

PROPOSED SIGN SETBACK FROM PROPERTY LINE

Front _____ ft.
 Side-S _____ ft.
 Side-E _____ ft.
 Side-W _____ ft.
 Rear _____ ft.

EXISTING SIGNS ON PROPERTY

Free-standing _____ ft. x _____ ft. = _____ sq. ft. Wall _____ ft. x _____ ft. = _____ sq. ft.
 Wall _____ ft. x _____ ft. = _____ sq. ft. Projecting _____ ft. x _____ ft. = _____ sq. ft.

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 Ohio 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** _____

- **FOR OFFICE USE ONLY** - **PERMIT #** _____

PRE-ROUTING CHECKLIST		PLAN REVIEW CHECKLIST			DESCRIPTION
ITEM	INITIALS	ITEM	INITIALS	DATE	
Application Reviewed		Landmarks			BPIO _____ LOT # _____ ZONING DISTRICT _____
Checked Open Permits		Engineering			
Verified CUO/OC		Structural			
Checked Project		Zoning			
Verified Address					



City of Dayton Sign Application Information

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. You will be notified when the plans for the sign have been approved. 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, normally rented by the month, mounted on wheels or adjustable legs are **PROHIBITED IN ALL ZONING DISTRICTS.**

Applying for Permits – To obtain a permit you must provide:

1. Application – Complete the application with property owner’s signature.
2. Site Plan – 3 copies of a complete site plan drawn to scale showing:
 - a. The street frontage for the business, in feet.
 - b. Distance from sign to lot lines and structures.
 - c. North arrow.
 - d. Location and type of all existing signs on the property.
 - e. Landscaping details.
 - f. Copy of the Certificate of Appropriateness if in a Historic District.
 - g. Off-premise sign applications must show the information required by ¶150.925.1-14
3. Sign Illustration – 3 copies to show the following:
 - a. Signs in Landmark District – show the size and shape, including color illustration.
 - b. Details of how the sign is supported, attached, anchored, connected and braced, including foundation details. Also, indicate existing materials.
 - c. Description of the message on the sign (what the sign says).
4. 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).
5. Location and Description – Show all existing signs on the premises.

Permit Fees –

1. Commercial Plan Review Fee (payable at the time of application)
Plan Review fees are 0.1% of the Project Value plus a 3% State surcharge on the review fee. The minimum fee is \$30.90.
2. Commercial Sign Permit Fee (payable when permit is issued) *A State of Ohio surcharge of 3% of the permit fee is added for commercial projects.*
 - a. For costs less than \$2000, the permit fee shall be \$50.00 plus the State of Ohio surcharge, or \$51.50 minimum.
 - b. For costs over \$2000 but less than \$100,000, the fee shall be \$50.00 plus 1.0% of the costs in excess of \$2000.
Example: (cost minus \$2000) x .010 + \$50.00 = fee + the state surcharge.
 - c. For costs \$100,000 or more, the fee shall be \$1015.00 plus 0.50% of the cost in excess of \$100,000. **Example:** (cost minus \$100,000) x .0050 + \$1015.00 = fee + the state surcharge.
3. Zoning Sign Permit Fee (payable when permit is issued)
Zoning fees are 0.2% of the cost, with a minimum fee of \$75.00. (The state surcharge is not added to this fee.)
Example: cost x .002 = zoning sign permit fee, \$75.00 minimum fee.
4. Total Sign Permit Fees = Plan Review Fee (payable at the time of application) and Commercial Sign Permit Fee + State surcharge + Zoning Sign Permit Fee (payable when permit is issued)

All work must be performed in accordance with the Zoning Code, Ohio 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

Inspections Required – 24 hour minimum notice is required.

1. Foundation Inspection – If a footing is needed, it must be inspected for depth and size before the concrete is poured. Call 937-333-3897 to schedule a structural inspection.
2. Electrical Inspection – If the sign is illuminated or wired for electricity, the electrician must obtain an electrical permit and call 937-333-3881 to schedule and electrical inspection once the electrical work is completed.
3. Final Inspection – When all work is done, call 937-333-3887 for a final inspection.