

SUMMIT COUNTY DEPARTMENT OF BUILDING STANDARDS

<https://co.summitoh.net/buildingstandards>

1030 EAST TALLMADGE AVENUE

AKRON, OHIO 44310

PHONE 330.630.7280 FAX 330.630.7296

APPLICATION FOR SIGNAGE PLAN REVIEW (2 Sets Required)

1. Signs must comply with OBC 3107 and NEC 600.
2. Exterior signage which is supported by, attached to, or projecting from a building, i.e. wall signs, roof signs, blade signs, etc., require a plan review and permits.
3. Ground signs not over 6 feet in height above the adjacent grade do *not* require a plan review or permits, except illuminated ground or pole signs require an electrical permit only
4. All submissions that require plan review require a completed application form, appropriate fees and two sets of drawings*.
5. All submissions that require plan review require the owner's written consent to construct the signage on the property.
*Electronic plan submittals are acceptable. Submit in CityWorks. See website for requirements.

(Project Name)

(Street Address; include suite number)

(City / Village / Township)

(Zip Code)

(Cost of Work)

Parcel #

PROJECT DESCRIPTION: Indicate types of signs being submitted for review (wall, blade, roof, etc.) and whether they are illuminated: _____

OWNER:

Name:

Name of Firm

Street Address:

Suite #

City/Village/Twp

State

Zip Code

(____) _____
Telephone

(____) _____
Fax

Email Address

SUBMITTER:

Name:

Name of Firm

Street Address:

Suite #

City/Village/Twp

State

Zip Code

(____) _____
Telephone

(____) _____
Fax

Email Address

DESIGN PROFESSIONAL:

Name

Name of Firm

Street Address:

Suite #

City/Village/Twp

State

Zip Code

(____) _____
Telephone

(____) _____
Fax

Email Address

Plans Prepared By:

Ohio Registration No.

Architect Engineer

OFFICE USE ONLY:

Plan Review Application Number: **PPR #** _____

Plan Application Date: _____ / _____ / _____

Plan Examiner Comments:

Plans Examiner: _____

Date: _____

Approval

1/31/18



COUNTY OF SUMMIT, OHIO

Ilene Shapiro, County Executive

Building Standards Division · buildingstandards.summitoh.net

1030 E Tallmadge Avenue · Akron OH 44310 · 330.630.7280 · fax 330.630.7296

Exterior Signage - Plan Review and Permits

Exterior signage which is supported by, attached to, or projecting from a building, i.e. wall signs, roof signs, blade signs, etc. require a plan review and permits. See *Submittal Checklist below*.

Ground signs not over 6 feet in height above the adjacent grade do *not* require a plan review or permits, except illuminated ground or pole signs require an electrical permit only.

Signage - Submittal Checklist

All submissions that require plan review require a completed application form, appropriate fees and two sets of drawings*. This checklist is a guide and is not all inclusive. Signs must comply with OBC 3107 and NEC 600. Contact the Building Department if you need assistance or clarification.

- ___ 1. Submit a copy of the owner's or lessee's written consent to construct the signage on the property.
- ___ 2. Submit two copies of construction documents including:
 - ___ a. Site plan showing the building location on the site and the location of each sign on the building. (A drawing or an aerial photo is acceptable.) Identify each sign as #1, #2, #3, or A, B, C, etc. on site plan, elevations, sections, etc.
 - ___ b. Elevations of each sign showing size of sign and height above grade. (A drawing or a photo with superimposed image of sign is acceptable.)
 - ___ c. Cross sections of each sign identifying materials and method of attachment to building, including size, type and spacing of anchors.
 - ___ d. Registered Design Professional may be required for certain non-typical signs. (roof signs, marquees, large signs, signs installed higher than 30' above grade, etc.)
 - ___ e. For illuminated signs:
 - i. An Electrical Permit is required for illuminated signs, unless the sign is a replacement sign *and* the existing circuit and wiring will be used *and* no other electrical work will be performed.
 - ii. Each sign must be UL listed. (Or other NRTL).

*Electronic plan submittals are acceptable. Submit documentation to submittals@summitoh.net. See website for requirements.