



Richland County Courthouse

RICHLAND COUNTY DEPARTMENT OF BUILDING REGULATIONS

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www.richlandcountyoh.us/c&p.htm

Commercial Sign Plan Requirements

Fees must be paid at the time of application before plan review commences. Please submit two (2) sets of drawings. All documents that require a seal shall bear the seal and the signature of the design professional who prepared the plans and documents. This checklist is used to detail commercial building plan requirements and construction document details for commercial sign plans and documents submitted for review. Pole signs and ground mounted signs over six feet (6'-0") in total height above grade shall be sealed by an Architect or Engineer registered within the State of Ohio. Plans are required to contain adequate information to be properly reviewed. Referring to code sections in general does not allow us to review proposed methods of construction. Plans containing general code references will be returned for more specific information.

General Plan and Application Information:

1. ___ Address, contact information, and Ohio license number (if applicable) for:
 - a. Owner
 - b. Architect/Engineer(s)
 - c. General Contractor
 - d. Electrical Contractor
2. ___ Complete and accurate directions to project site must be provided on the application.
3. ___ Items to be noted on the first sheet:
 - a. Index of Drawings.
 - b. Area in gross square feet for sign(s).
4. ___ Provide the name of the Power Company or utility if a dedicated electrical service is supplied to the sign(s).

Other permits to be submitted with Application:

5. ___ Approved Zoning permit for construction in zoned townships and municipalities.

Site Plan:

6. ___ Shall be drawn to a recognized scale.
7. ___ Size and location of all existing and proposed signs.
8. ___ All property and interior lot lines with distances from lot lines.

Architectural Plans:

9. ___ Building elevations indicating sign locations for wall signs.
10. ___ Elevation views of sign faces.
11. ___ Cross section of the sign indicating materials, construction details, method of attachment, etc.

Structural Design Information:

12. ___ Foundation details with cross section for ground and pole signs.
13. ___ Soil Bearing Pressure.
14. ___ Wind Load- OBC 3107.5.1.
15. ___ Seismic Load- OBC 3107.5.2.
16. ___ Allowable Working Stresses- OBC 3107.5.3.
17. ___ Individual Component or total sign weight.
18. ___ Number of Anchors used per sign/letter.
19. ___ Type of anchor.
20. ___ Size of anchor.
21. ___ Type of wall construction that sign is mounted to.

Electrical:

22. ___ UL listings of any components.
23. ___ Branch circuit number and panel location where circuit is fed from.
24. ___ Conductor Size and number.
25. ___ Equipment ground conductor size and number.
26. ___ Conduit Size and type.
27. ___ Disconnect rating.
28. ___ Disconnect Type.
29. ___ Disconnect location.
30. ___ Methods of grounding/bonding. NEC 410.15(B) and 600.7.
31. ___ Size of grounding/bonding conductors from #30.
32. ___ Number and size of ground rods at pole base(s).
33. ___ Grounding/Bonding of foundation reinforcing steel (rebar) per NEC 250.52.

****Note:** Applicants shall complete and submit a Commercial Sign Submittal Checklist with the permit application to verify all required information is included in the submitted construction documents.