

Richland County Building Department Commercial Sign Submittal Checklist

Name of Person Completing this form _____ Application No. _____

Contact Name and Telephone _____

SUBMITTER AND/OR DESIGNER MUST COMPLETE THIS CHECKLIST. VERIFY EACH ITEM IS ADDRESSED ON THE LIST BELOW BY CHECKING IT OFF. FOR ITEMS THAT DO NOT PERTAIN TO A PARTICULAR PROJECT OR INSTALLATION, PLEASE WRITE N/A ON THE LINE. INCOMPLETE INFORMATION MAY RESULT IN THE REJECTION OF THE SUBMITTAL. ALL FEES ARE REQUIRED TO BE PAID AT THE TIME OF APPLICATION.

SIGN INFORMATION- See section 3107 of the Ohio Building Code (OBC)

1. _____ Number of sets of plans submitted. 2 copies minimum. Plans shall be drawn in a neat fashion to a recognized scale with appropriate dimensions.
2. _____ All pages of plans including electrical drawings are sealed by a registered design professional if required by OBC 105.3.1.3 and OBC 106.3.4.1. See Commercial Sign Plan Requirements for specific details.
3. _____ Dimensions are accurate and shown on all pages of drawings.
4. _____ Structural design loads including but not limited to wind load, soil bearing pressure, component weight(s), developed stresses, material specifications and types, etc.
5. _____ Site Plan indicating location of sign(s), location of structures.
6. _____ Elevation views of all sign faces.
7. _____ Building elevations indicating sign locations for wall signs
8. _____ Foundation details with foundation cross section, concrete specifications, reinforcing steel sizes and layout dimensions.
9. _____ Cross section of the entire sign indicating materials used, construction details, method of attachment, sizes/types/quantities of anchors and wall construction details for wall signs, etc.

ELECTRIC INFORMATION- See Article 600 of the National Electric Code

Does the sign have electric with it? YES _____ NO _____ If yes, please complete the following section.

Name of Commercial Electrician and State License No. _____

1. _____ UL listings of any components.
2. _____ Method of delivering electric service to sign- dedicated service or branch circuit
3. _____ Branch circuit details including panel location, circuit number, breaker type, conductor size and type, conduit size and type, equipment grounding conductor specifications, etc.
4. _____ Disconnect rating, type, and location.
5. _____ Methods of grounding, including grounding electrode and/or equipment grounding conductor size.
6. _____ Pole sign grounding and/or lightning protection.