



Basic Commercial Sign permit checklist

- If over 2.5 square feet, the sign needs a building permit and plan review.
- Wind load requirements and methods of signage attachments must be included.
- Structural elements need to be sealed by an engineer.
- If submitting COSA standards, the cover sheet with the engineer's seal needs to be submitted.
- If Sign is electrified....
 - Show and label disconnect, label circuits and panel distribution
 - Provide UL classification,
 - Provide bonding and grounding detail
- Provide the design approval from the appropriate Board or City Staff.

See following pages for building code items that **frequently omitted in sign applications which cause delays in full approval.*



1. **2024 OBC 3107.5 Structural requirements.** Signs shall be constructed to comply with the structural requirements of this section.

OBC 3107.5.1 Structural loads. Signs shall be designed and constructed to withstand all structural loads as provided for in Chapter 16.

1609.1 Applications. Buildings, structures and parts thereof shall be designed to withstand the minimum wind loads prescribed herein. Decreases in wind loads shall not be made for the effect of shielding by other structures.

1609.1.1 Determination of wind loads. Wind loads on every building or structure shall be determined in accordance with Chapter 6 of ASCE 7-16 or provisions of the alternate all-heights method in Section 1609.6. The type of opening protection required, the basic wind speed and the exposure category for a site is permitted to be determined in accordance with Section 1609 or ASCE 7-16. Wind shall be assumed to come from any horizontal direction and wind pressures shall be assumed to act normal to the surface considered. Complete structural description of the building including size and location of all structural elements and a table of live, wind, snow, and seismic loads used in the design of the building and other data as required to fully describing the structural system.

- a. *Please provide information on the attachment and mounting of the building face signs and monument sign indicating the structural (Live) wind-loading requirements for the structural portion of the proposed signs. Currently, no such wind-load resistance information has been provided describing and verifying these requirements. Reference the requirements of OBC Sections 3107.5 and Chapter 16 of the OBC.*
2. **2024 OBC 106.2.1 Seal requirements.** Construction documents shall bear the seal of a registered design professional pursuant to Section 3791.04 of the Revised Code.
 - a. Where the proposed work involves the technical design analysis of work affecting public health or general safety in the areas of; means of egress, structural, mechanical, electrical, plumbing or fire protection, the construction drawings shall bear the seal of the registered design professional responsible for their preparation.
 - i. *Currently, the Construction Drawings for the Monument and Building Signs are not sealed by a design professional registered in the state of Ohio. **2024 OBC 106.2.1 Seal requirements.** Construction documents shall bear the seal of a registered design professional pursuant to Section 3791.04 of the Revised Code.*
3. **2024 NEC 600.3 Listing.** Fixed, mobile, or portable electric signs, section signs, outline lighting, photovoltaic (PV) powered signs and retrofit kits, regardless of voltage, shall be



listed, provided with installation instructions, and installed in conformance with that listing, unless otherwise approved by special permission.

- a. *Please verify that the new building face signs will carry a "Listing" label which will include and be marked with the Manufacturer's name, trademark, or other means of identification; and input voltage and current rating per NEC 600.4. This verification of the required information was not provided for our review.*
4. **2024 NEC 600.6 Disconnects.** Each sign and outline lighting system feeder conductors, or branch circuit(s) supplying a sign, outlining lighting system, or skeleton tubing shall be controlled by an externally operable switch or circuit breaker that opens all ungrounded conductors and controls no other load. The switch or circuit breaker shall open all ungrounded conductors simultaneously on multi-wire branch circuits in accordance with 210.4(B). Signs and outlining lighting systems located within fountains shall have a disconnect located in accordance with 680.13.
 - a. *Please verify that the new building face signs power requirements will be provided with an external disconnect located at each point the feeder circuit or branch circuit(s) supplying a sign or outlining lighting system enters a sign enclosure, a sign body, or a pole in accordance with NEC 600.5(C)(3). The disconnects shall open all ungrounded conductors where it enters the enclosure of the sign or pole. Please verify these requirements for the new building signs as proposed. Currently, the drawings do not show or note the required external disconnect(s).*
5. **2024 NEC 600.7(A)(1) Equipment Grounding.** Metal equipment of signs, outline lighting, and skeleton tubing systems shall be grounded by connection to the equipment grounding conductor of the supply branch circuit(s) or feeder using the types of equipment grounding conductors specified in 250.118.
 - a. *Please verify that the illuminated building face signs and monument sign shall be properly grounded. This information was not provided for our review.*
6. **2024 NEC 600.7(B)(1) Bonding of Metal Parts.** Bonding of Metal Parts. Metal parts and equipment of signs and outline lighting systems shall be bonded together and to the associated transformer or power-supply equipment grounding conductor of the branch circuit or feeder supplying the sign or outline lighting system and shall meet the requirements of 250.90.
 - a. *Please verify that the illuminated building face signs and monument sign shall be properly bonded. This information was not provided for our review.*