

Application No.: _____

Official Use Only



Installation Permit Application

for permanent graphics, including signs per CC 3375.11B

DEPARTMENT OF BUILDING AND ZONING SERVICES

111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-8637 • www.bzs.columbus.gov

ALL FEES ARE NON-REFUNDABLE • Make checks payable to the Columbus City Treasurer

Date: _____

Type of Permit

Existing Ground Sign
New Ground Sign
Billboard

Wall
Projecting
Roof

Neon Graphic
Outline Lighting

Subtype of Permit

New Installation
Non-Illuminated

Face Replacement
Illuminated: Internal External

Job Site Information:

Certified Address _____ Zip _____

Working in Unit _____

Tax District/Parcel Number _____

Name of Establishment _____

Current Use _____

Description of Work to be Done: _____

Graphic Area for this Permit: _____ Sq. Ft. Graphic is associated with: North South East West Bldg. Elevation

Property Owner of Record:

Name _____

Street Address _____ City, State, Zip _____

Telephone Number/Ext. _____ Fax Number _____

E-Mail Address _____

Contractor:

City of Columbus License No _____

Company/Contractor Name _____

Telephone Number/Ext. _____ Fax Number _____

Project Manager E-Mail Address _____

Would you like to submit payment online? Yes* No

If payment will be made through a SOFT Account, please provide the following:

SOFT Account# / PIN _____

SOFT Account Authorized Signature _____

PLEASE NOTE: Incomplete information will delay processing of this submittal.

*Payment instructions will be sent to the applicant's email address.

For all questions regarding this form and fees, please contact us at zoninginfo@columbus.gov or 614-645-8637

A. Zoning Information & Graphics Related Actions:

1. Zoning District _____ (e.g. C-4, L-C-4, CPD)
2. Case #: Z _____ - _____; Z _____ - _____; Z _____ - _____ (Include amendments); Other: _____
3. Overlay: Urban Commercial Community Commercial Regional Commercial Noe-Bixby
4. Variance # (CV and/or B.Z.A.): _____
5. Graphics Commission Action(s): _____

B. Calculation Data for Graphic (Complete only items that apply to the graphic requested; not required for face replacement.)

| | |
|---|---|
| 1. Setback from street R.O.W. line _____ ft | 8. Projecting sign distance from wall to R.O.W. line _____ ft |
| 2. Setback from alley R.O.W. line _____ ft | 9. R.O.W. Encroachment: YES NO |
| 3. Setback from side proerpty lot line _____ ft | 10. Projecting sign: distance of encroachment into R/W _____ ft |
| 4. Setback from rear property lot line _____ ft | 11. Projecting sign dimension: base of sign to R/W grade _____ ft |
| 5. Number of through traffic lanes (exclude turn lanes) _____ | 12. Number of multi family dwelling units on same parcel _____ |
| 6. Speed limit _____ m.p.h. | 13. Linear distance of public street frontage _____ ft |
| 7. Height from grade to top of ground sign _____ ft | |

C. Area of Elevation of Building Associated with Sign & Allowable Graphic Area:

NOTE: Items C1, C2, C3 or C4, and C6 must be completed for a new graphic. For face replacements, complete only C5 and C6.

1. Width _____ Ft. x Height _____ Ft. = _____ Ft. (Area of Building Associated with Sign)
NOTE: Provide all dimensions necessary to document *Area of Building Associated w/Sign* for complex building elevations.
2. √ (Square Root) of **Area of Building Associated with Sign:** _____ Ft.
3. √ (_____) x Mass Factor (_____) = **Allowable Graphic Area** (_____ Ft.)
NOTE: Use appropriate Mass Factor from C.C. 3377.05A-C; 3377.06A-C; 3377.07A-C or 3377.24
4. Allowable Graphic Area calculation **without** a Mass Factor: list code section & provide calculation:
 Zoning Code Section: C.C. _____ Calculation: _____ = **Allowable Graphic Area** (_____ Ft.)
5. **Existing Graphic Area** (Complete for *Face Replacement* Only) = _____ Sq. Ft.
6. **Total Graphic Area for Building Elevation** = _____ Sq. Ft.
 (Include all existing signs of same type for same elevation)

Ground Sign Specifications: Contractors who are registered with COSA may indicate applicable engineering reference from the COSA Structural Standards specifications. Registration # _____
 Otherwise, submit working drawings certified by an Architect or Engineer licensed by the State of Ohio.

Wall Sign Specifications: Contractors who are registered with COSA may indicate applicable engineering reference from the COSA Structural Standards specifications. Registration # _____
 Otherwise, submit working drawings certified by an Architect or Engineer licensed by the State of Ohio.

Information Required for Graphics Compliance Review

- Installation Permit Application Form (1 Only);** complete and legible; collate documents into two sets; incomplete information or non-collated permit sets will delay processing
- Site Plan (2 copies)** All graphics permit applications require a site plan that labels the following items: tenant/user location; sign location; R/W line-of-way and/or property line(s) associated with graphic and setback from graphic or sign to R/W or property line(s).
 - Ground sign setbacks are from the leading edge of the graphic
 - Projecting and wall sign setbacks are from the associated wall
 - Setbacks are measured to R/W line or property line(s), not pavement or lease lines
 - See C.C.C. 3377.09 when any sign encroaches into the public right-of-way
 - The approved Site Compliance Plan must be used for all new construction.

Please be advised that site plans derived from online sources may not be sufficient to document setbacks from a street R/W line.
- Building Elevation (2 copies):**
 - New graphics require a dimensioned elevation rendering of the associated building or tenant space that also shows the proposed graphic; label height & width of elevation; add other dimensions if the elevation does not approximate a square or rectangle form.
 - Face Replacements for ground, projecting and wall graphics require a dimensioned image of the existing graphic in context, including support structure for ground and projecting graphics. Dimensions are not required for building elevations.
- Graphic Exhibit (2 copies)** All graphics require a dimensioned drawing that includes any associated support structure.
 - The size of the graphic must be labeled in square feet.
 - Color copies are required only when color is regulated on the subject site. This includes any site in a *Regional Commercial Overlay* (see CCC 3372.806) or when a *Certificate of Appropriateness*, *Certificate of Approval*, Commission board order, or other City of Columbus action regulates color.
 - Zoning code does not require sealed drawings. Call 614-645-7562 for Building Code related issues.
- Additional Requirements (ONE EACH REGARDLESS OF NUMBER OF APPLICATIONS PER SITE)**
 - Zoning ordinance or amendment: include only cover page and text that addresses graphics regulation; always include a committed site plan or building elevation
 - Council variance or Board of Zoning Adjustment action only if it regulates graphics
 - Graphics Commission *Final Board Order* with exhibit(s) approved for the action
- Certificate of Approval or Appropriateness (2 each: COA/exhibits for subject sign only)**
 - Include Certificate and associated exhibits including site plan. Both sets of exhibits must be stamped by the approving authority.
 - Color copies are only required if specified on the Certificate.

Do Not Include the Following as part of any graphics permit application:

- A second copy of the permit application form
- Documents from county auditor's website, Bing/Google, or similar site unless used as a required exhibit (viz. site plan, dimensioned elevation rendering, view of existing sign, etc.).

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Determination of graphic type, number, size, and location is not a service provided by zoning clearance staff. Please consult a licensed sign erector to perform this analysis. The current list of licensed sign erectors can be found through our Citizen Access Portal: <https://ca.columbus.gov/ca/>.

All zoning compliance reviews of proposed graphics, including preliminary reviews, require a complete application. Please note that results of pre-submittal consultation with zoning staff or a preliminary graphics review do not constitute “preliminary approval” of reviewed graphics.

Graphics Commission actions for a graphics development standard variance or to issue a Special Permit are not graphics permits. Zoning clearance reviewers do not track applications to the Graphics Commission. Applicants must provide their results (commission final order / associated exhibits) with new permit applications or to update existing applications.

Zoning clearance issued to approve site compliance plans or building permits does not include graphics. Graphics approval is by separate permit.

Submission Standards

All exhibits accompanying an application must be suitable for scanned storage. Exhibit size should be limited 8¹/₂” x 11” or a maximum of 11” x 17” unless a larger format has been pre-approved by zoning clearance staff.

Process

Allow approximately 20 business days for the entire process. Please note that the 20 business days will not begin until an application number has been assigned. Applications submitted in-person are processed before those received by mail, including services such as FedEx, in date order. Graphics permit applications are routed to the following areas upon submission; they are not processed at the counter.

- 1) zoning review
- 2) building plans examiner review
- 3) Customer Service for final processing and permit issuance
- 4) U.S.P.S. mail to licensed sign erector or applicant (Miscellaneous Permits only).

Application status, # of inspection trips remaining (if applicable), results of an inspection, and licensing information can be viewed online through our Citizen Access Portal: <https://ca.columbus.gov/ca/>.

Contact Information

Questions about City of Columbus zoning code graphics standards should be directed to the general zoning information line at 614-645-8637 or email zoninginfo@columbus.gov. Zoning staff performs only the zoning compliance review for this process and have no information regarding overall status of a permit – including when it will be issued.

Direct Ohio Building Code questions to the building plan review section at 614-645-7562 or Buildingplanreviewinfo@columbus.gov.

Direct records request inquires to 614-645-6082 or Recordscenter@columbus.gov.

For all other matters, contact Customer Service at 614-645-6090 or BZS-intake@columbus.gov.