



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

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

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 8½” 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](mailto: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](mailto:Buildingplanreviewinfo@columbus.gov).

Direct records request inquires to 614-645-6082 or [Recordscenter@columbus.gov](mailto:Recordscenter@columbus.gov).

**For all other matters, contact Customer Service at 614-645-6090 or [BZS-intake@columbus.gov](mailto:BZS-intake@columbus.gov).**