

COMMERCIAL SIGNS
SIGN PERMIT APPLICATION
WALL SIGNS, GROUND SIGNS TEMPORARY SIGNS ROOF SIGNS, PROJECTING SIGNS

VILLAGE OF FAIRFAX, OHIO
BUILDING DEPARTMENT
5903 HAWTHORNE STREET, CINCINNATI, OH 45227
PHONE: (513) 675-3640 FAX (513) 271-4178

APPLICATION NUMBER
DO NOT WRITE IN THIS SPACE

USE BALL POINT PEN OR TYPE

1 PROJECT ADDRESS: _____

2 NAME	STREET ADDRESS	CITY	ST.	ZIP CODE	PHONE NO.
BUILDING OWNER					
TENANT					
CONTRACTOR					
*DESIGNER OF RECORD					
APPLICANT					
APPLICANT'S E-MAIL ADDRESS				FAX NO.	

* NOTE: DESIGNER OF RECORD IS REQUIRED FOR ALL SIGNS CHECKED ON LINE 3A INCLUDING ALTERATIONS TO THE SAME.

3 ENTER THE NUMBER OF SIGNS IN THE APPROPRIATE BOXES.

ALL SIGNS REQUIRE THE SUBMISSION OF PLANS FOR REVIEW. SEE LINE 11 FOR DRAWING AND SURVEY REQUIREMENTS.

GROUND SUPPORTED SIGN(S)
 ROOF SUPPORTED SIGN(S)
 PROJECTING SIGN(S)
(SEE EXCEPTION BELOW)

WALL MOUNTED - INTERIOR
 WALL MOUNTED - EXTERIOR
 FACE CHANGE(S)

EXCEPTION: ENGINEERED SIGN DRAWINGS ARE NOT REQUIRED FOR NEW (OR ALTERED) GROUND SUPPORTED SIGNS WHEN THE TOP OF THE STRUCTURE 8 FEET OR LESS & THE TOTAL AREA OF THE STRUCTURE IS 32 SQUARE FEET OR LESS.

DOES THIS EXCEPTION APPLY? YES NO HEIGHT: _____ FT. TOTAL AREA: _____ SF

4 TYPE OF WORK: NEW ALTERATIONS (TO EXISTING) REPAIR OTHER _____

5 DESCRIPTION OF WORK _____

6 ESTIMATED COST (L+M): _____ **7 EST. START DATE:** _____ **8 EST. COMP. DATE:** _____

9 EXTERIOR WALL SIGN(S):

UPON SIGNING BELOW I HEREBY CERTIFY THAT THE SIGN(S) WILL BE MOUNTED PER THE MANUFACTURER'S PREPRINTED INSTRUCTIONS OR AS MODIFIED AND APPROVED BY THE MANUFACTURER'S ENGINEER PRIOR TO INSTALLATION.

10 INTERIOR WALL (MALL) SIGN(S):

UPON SIGNING BELOW I HEREBY CERTIFY THAT ALL INSTALLED SIGNS COMPLY WITH THE OHIO BUILDING CODE & THE FOLLOWING:

- A. PLASTIC WALL SIGNS DO NOT EXCEED 20% OF THE WALL AREA FACING THE MALL & ARE A MINIMUM OF 18 INCHES FROM ADJACENT TENANTS.
- B. VERTICAL SIGNS ARE NOT MORE THAN 96 INCHES HIGH & 36 INCHES WIDE.
- C. HORIZONTAL SIGNS ARE NOT MORE THAN 36 INCHES HIGH.
- D. THE BOTTOM OF ANY SIGN IS MORE THAN 8 FEET ABOVE THE FLOOR.
- E. THE BACKS AND EDGES OF ANY PLASTIC SIGN ARE ENCASED IN METAL.
- F. SIGN(S) SHALL BE MOUNTED PER THE MANUFACTURER'S PREPRINTED INSTRUCTIONS OR AS MODIFIED AND APPROVED BY THE MANUFACTURER'S ENGINEER PRIOR TO INSTALLATION.

11 GROUND SUPPORTED, ROOF SUPPORTED, AND PROJECTING SIGNS:

ENGINEERED DRAWINGS, PREPARED AND PROPERLY SEALED BY THE DESIGNER OF RECORD, ARE REQUIRED. DRAWINGS SUBMITTED MUST BE DRAWN TO SCALE AND MUST INDICATE ALL DESIGN LOADS, MATERIALS, MEMBER SIZES, SIGN SHAPES, AND ALL SIGN DIMENSIONS TO FACILITATE A PROPER PLAN REVIEW. ALSO REQUIRED IS A SURVEY PROPERLY SEALED BY AN OHIO REGISTERED SURVEYOR INDICATING ALL SIGN LOCATIONS, PROPERTY LINES, EASEMENTS, RIGHTS OF WAY, BUILDINGS, ETC. SEE EXCEPTION FOR GROUND SIGNS ON LINE 3A.

The owner of this building and undersigned, do hereby covenant and agree to comply with all of the laws of the State of Ohio and with the ordinances of the Village of Fairfax, pertaining to building and buildings, and to construct the proposed building or structure or make the proposed change or alteration in accordance with drawings and specifications submitted herewith, and certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct.

NOTE: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.

APPLICANT'S PRINTED NAME _____ DATE _____ APPLICANT'S SIGNATURE _____ DATE _____
DO NOT WRITE BELOW THIS LINE

PERMIT APPROVED BY: _____ DATE _____ CLARIFICATION MEMO ITEMS _____

DATE ISSUED _____ PERMIT NO. _____ PERMIT FEE _____ OBBS FEE _____ TOTAL FEE _____ BAL. DUE _____