

TEMPORARY SIGN PERMIT APPLICATION

Project name:	Zoning District:
Address:	Date:
Owner:	Phone:
Contractor:	Phone:

Use the reverse side of this form to describe each sign to be installed.

TEMPORARY SIGNS	FEE	TOTAL
1 Sign permitted per year for a period of 30 days	\$ 25.00 (for 30 days)	
Display dates _____		
TOTAL FEES DUE		

Signed: _____ **Title:** _____
 (Applicant)

Receipt # _____	Date _____	Rec'd by _____
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APPROVALS	NAME	DATE
Zoning Administrator		
Building Official		
Electrical Inspector (Illum signs only)		

DESCRIPTION OF SIGN(S)

#	Sides		Type							Illuminated	Size	Square Feet	Wording On Sign
	Single Face	Double Face	Wall	Paint only	Ground Support	Roof	Projecting	Temporary Banner	Temporary Free-Standing				
										___ X ___			
										___ X ___			
										___ X ___			
										___ X ___			
										___ X ___			
										___ X ___			
TOTAL NUMBER & SQUARE FOOTAGE													

ILLUMINATION:

Electrical permit required if new electric is installed. All illuminated signs must be listed and must conform to the National Electrical Code. Submit listing information with application. An electrical permit must be issued prior to the issuance of the sign permit for a NEW illuminated sign – a one-line electrical drawing must be submitted and approved for a new installation.

CONSTRUCTION DRAWINGS:

Construction drawings for permanent signs must be submitted with this application. Certified drawings and a plot plan are required for ground-supported signs. An Ohio licensed engineer or architect must certify wind loading of 90 MPH for all ground –supported signs standing 4 feet from grade.

REQUIRED INSPECTIONS:

- Footer:..... Before concrete is placed
- Rough Framing: Before bolts & attachments are covered
- Electrical Underground: Before underground electrical is covered
- Rough Electrical: Before electrical connections are covered
- Final Electrical/Final Sign: When sign is completed and ready for operation

ILLEGAL OR UNAUTHORIZED WORK:

A fee of \$200.00 to \$1,000.00 may be charged for the investigation of illegal or unauthorized work (defined as work performed prior to the issuance of the proper permits or without the proper city licenses).



CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

TEMPORARAY SIGN ZONING PERMIT

Date _____

Display Property address _____

Display Dates _____

THE FOLLOWING TEMPORARY SIGN PERMIT REGULATIONS SHALL APPLY TO THIS REQUEST:

1155.06 ADDITIONAL REGULATIONS.

(b) **Locational requirements.**

- (1) Except in the CB-10 district, no billboard, canopy, free-standing or monument sign which is over two-and-one-half feet above grade shall be located within a triangular area at street intersections, where the triangle is measured from the intersection of right-of-way lines and its sides are 60 feet in length along arterial streets, 40 feet in length along collector streets, and 20 feet in length along local streets except if the sign is ten feet or more above grade with its single support structure being one foot wide or less.
- (2) Except in the CB-10 district, no billboard, canopy, free-standing or monument sign which is over two-and-one-half feet above grade shall be located within a triangular area where an alley or private drive intersects a street where the triangle is measured from the intersection of street right-of-way line and edge of the alley or drive and its sides are 70 feet in length along the right-of-way line and eight feet along the alley or drive edge except if the sign is ten feet or more above grade with its single support structure being one foot wide or less.
- (3) No part of a monument sign or sign support shall be located within five feet of any lot line and no part of any other sign or sign support shall overhang any lot lines except for signs projecting over right-of-way lines as hereinbefore permitted in the CB-10 District.
- (4) No sign shall obstruct ingress to or egress from any door, window or fire escape. No sign shall be attached to a standpipe or fire escape.
- (5) Building signs maybe located on any building wall.

(c) **Signs for a nonresidential use adjacent to R districts.**

- (1) No sign within 100 feet of a lot in an R district that is occupied with a residential use, undeveloped, or that has a vacant building that was previously occupied by a residential use, shall exceed the signage and area requirements of the CO-1 and CN-1 districts.
- (2) Except for fascia signs and monument signs, no sign shall be located in a front yard within 100 feet of a lot in an R district that is occupied with a residential use, undeveloped, or that has a vacant building that was previously occupied with a residential use.

(d) **Requirements for illuminated signs.** Illuminated signs shall conform to the following requirements:

- (1) All permitted signs may be internally or externally illuminated. Those signs permitted in the R districts may only be illuminated with white light.
- (2) All types of artificial light sources used to illuminate a sign face which are not shaded or concealed so that the light will not interfere with the vision of motor vehicle operators or shine directly on residential property in any R-District, and illumination which flashes or simulates movement, shall be prohibited, excluding computer controlled variable message electronic signs as regulated by section 1155.03(b)(3).
- (3) Illuminated signs shall comply with the provisions of section 1155.07(d).

1155.07 LICENSE AND PERMIT REQUIREMENTS.

(b) **Permit required.** No sign requiring a permit shall be erected, altered, moved, improved or converted without first obtaining a sign permit from the Planning and Development Director or his/her designee and making payment of the required permit fee. In addition, an electrical permit for all illuminated signs shall be

