

# PROJECT SUCCESS CHECKLIST

The State of Ohio regulates all commercial construction, and certifies local building departments, such as ours, to enforce its codes at the local level. We enforce the Ohio Building Code for all commercial, industrial, and multi-family residential new construction, alterations, and changes in the ways buildings are used. This makes sure all buildings in our state comply with minimum standards for structural and fire safety, and standards for health and welfare.

To ensure timely approval and inspection, this guide explains what needs to be submitted, to whom, and what needs to be inspected, by whom, and in what sequence.



## WHO MIGHT BE INVOLVED

You will need approvals from some or all of the following:

- **Zoning Department** – looks at site issues such as approved uses for that location in the community, setbacks, and size requirements. Zoning Department requirements vary widely. You must check with your local zoning department for their requirements.
- **Building Department** – looks at the building for structural, and electrical requirements.

You can find out who to contact in each jurisdiction in Montgomery County at our website: [Montgomery County Business Services Building Regulations \(selectmcohio.com\)](http://selectmcohio.com)

## SUBMITTING A PERMIT

Apply online at [Montgomery County Business Services Building Regulations \(selectmcohio.com\)](http://selectmcohio.com)

## DEFINITIONS

### Temporary Signs

1. A sign, flag, banner, pennant or valance constructed of cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without frames, which are not permanently secured, and are intended to be displayed for a limited period of time only. Size and length of time is determined by the zoning department. Temporary signs and banners exceeding 32 square feet in area that are attached with fasteners to the building wall will require building department approval.

### Wall Mounted Signs

1. Internally illuminated sign box, individual illuminated letters and logos mounted on the wall or individual letters and logos secured to a raceway that is mounted on the wall.
2. Non-illuminated flat panel signs or letters attached directly to building wall

### Ground/Monument Signs

1. Ground Signs, such as directional signage, menu boards, clearance bars.
2. Monument signs with solids bases made with materials like stone and brick that require a foundation. Monument signs greater than 6 feet in height require a building permit.

Pylon/Pole Signs – May use one or more poles that often include an architectural shroud covering the internal structure. Pylon signs may utilize shallow footings or drilled foundations for support. Verify with the zoning department specific requirements for size, height and setback requirements.

1. Small Pylon Signs – Generally 10-20 feet tall
2. Medium Pylon Signs – Generally 20-40 feet tall
3. Large Pylon Signs – Generally 40-80 feet tall

#### **APPLICABLE CODES**

2024 Ohio Building Code (OBC) – Appendix H

2023 National Fire Protection Association (NFPA) 70 National Electric Code (NEC) – Article 600

#### **WHAT IS EXEMPT**

Per OBC Sections 101.2 and 102.10, the following signs are exempt from building department approval:

1. Ground signs that are not over 6 feet above the adjacent grade.
2. Temporary yard signs.
3. Signs painted directly on building surface.
4. Signs undergoing minor repair.

#### **WHAT NEEDS TO BE SUBMITTED FOR APPROVAL**

1. Obtain zoning approval, then submit your building permit application to the building department.
2. Site plan showing location of signs, property lines, setbacks, utilities, easements and distances from adjacent buildings and structures.
3. Provide specific connection details showing how the proposed sign is attached to the existing building. Indicate construction of existing wall. Indicate the type, size and quantity of fasteners required.
4. Provide exterior elevation views showing location on proposed wall signs.
5. Provide manufacturer's specifications, shop drawings and details of fabricated sign boxes.

#### **SPECIAL REQUIREMENTS**

1. Structural Requirements:
  - a. For wall signs greater than 32 square feet in area, provide calculations prepared by a design professional registered in the State of Ohio, showing that the sign attachment has been designed and constructed to withstand the wind pressures indicated in Chapter 16 of the Ohio Building Code.
  - b. For pylon/pole signs utilizing a drilled deep foundation, provide calculations showing that the sign and pole have been designed to withstand the structural loads indicated in Chapter 16 of the Ohio Building Code.
  - c. A geotechnical investigation may be required to verify the design professional's assumptions for soil properties for pylon/pole sign structure.
  - d. Deep foundations and sign box attachment for pylon signs will require a special inspection in accordance with Chapter 17 of the Ohio Building Code.
2. Electrical Requirements:
  - a. If applicable, submit electrical information in accordance with 2024 Ohio Building Code Section 27 and 2023 NFPA 70 National Electric Code Article 600.

## WHAT TYPICALLY NEEDS TO BE INSPECTED, AND BY WHOM

*B = Building Department S = Special Inspection*

1. Foundations - B
2. Wall Sign Attachment – B
3. Medium and Large Pole/Pylon Sign Attachment - S
4. Deep Foundations – S
5. Electrical – B