



Sign Plan Approval Application

Mid-East Ohio Building Department

22 North 5th Street

Zanesville, OH 43701

Phone: 740.455.7905

Fax: 740.455.7907

Please fill out both pages completely.

Plan Approval Fees are due at time of application. Plans will NOT be processed until fees are paid.

1. Name of Sign/Project:

Exact Address of Sign:

City:

Zip:

County:

2. Estimated cost of project:

3. Is the sign in the flood plain?

YES ☐ NO ☐

4. Is Project incorporated in a city or village?

YES ☐ NO ☐

5. Has Zoning been approved?

YES ☐ NO ☐ N/A ☐

6. Is this sign on a leased site?

YES ☐ NO ☐

6a. If yes, to #6, landowner's name/number:

8. Type of Construction:

IIB ☐ VB ☐

9. Proposed OBC Use Group:

U ☐

10. Owner of Sign:

Address:

City:

State:

Zip:

E-mail:

Phone:

Cell:

Fax:

11. Plans Prepared By:

Address:

City:

State:

Zip:

E-mail:

Phone:

Cell:

Fax:

12. Sign Company:

Address:

City:

State:

Zip:

E-mail:

Phone:

Cell:

Fax:

13. If you desire to have plans returned to you as opposed to picking them up, please provide the following: prepaid shipping label and packaging or prepaid packaging.

Signature of Applicant:

**MID-EAST OHIO BUILDING DEPARTMENT
SIGNAGE FEE SCHEDULE (TO BE COMPLETED BY APPLICANT)**

SIGN PLAN APPROVAL CONDITIONS

1. Submit one fully completed Sign Plan Approval Application and **THREE** copies of drawings (plot plan and sign detail).
2. Plot plans shall include the actual size, shape, and dimensions of lot, and the distance from property lines to all buildings and signs.
3. Sign detail shall include the size/height of sign in elevation, and details sufficient to describe the construction of the sign and show conformance to the current version of the Ohio Building Code.
4. The signage package must be signed and sealed by a design professional registered in the state of Ohio, unless other arrangements (COSA) have been made with the Building Official.
5. All electrical work must comply with the current adopted version of the National Electric Code (NEC).
6. If the sign is to be on a state highway, provide Approval by the Ohio Department of Transportation.

Working without Plan Approval:		\$500.00	
Processing Fee (one per application):		\$220.00	
Ground Sign (Monument) Fees:			
	Non-lighted Sign:	\$55 for first 3 signs, \$55 for each after 3	
	Lighted Sign:	\$55 for first 2 signs, \$55 for each after 2	
Freestanding Sign Fees:			
Signs up to 20' tall or 100 sq. ft:	Non-lighted Sign:	\$55 for first 3 signs, \$55 for each after 3	
	Lighted Sign:	\$55 for first 2 signs, \$55 for each after 2	
Signs more than 20' tall or 100 sq. ft.	Non-Lighted Sign:	\$55 each sign	
	Lighted Sign (existing service):	\$110 each sign	
	Lighted Sign (new service):	\$220 each sign	
Wall Sign Fees			
Signage less than 40 sq. ft:	Non-Lighted Sign:	\$55 for first 3 signs, \$55 for each after 3	
	Lighted Sign:	\$55 for first 2 signs, \$55 for each after 2	
Signage greater than 40 sq. ft:	Non-Lighted Sign:	\$55 each sign	
	Lighted Sign:	\$110 each (first 2 signs), \$55 each after 2	
PAYMENT: Credit Card, Cash, Check, or Money Order made payable to Mid-East Ohio Building Department, due at time of submittal.	SUB-TOTAL:		
	Board of Building Standards fee - 3%		
	TOTAL:		

1. Signs and canopies require a separate plan approval application.
2. Cantilevered awnings and canopies square footage is determined by area of frame attached to walls.
3. Column supported canopy fees require standard Plan Approval Application and fees.

ALL SIGN SUBMITTALS REQUIRE THE FOLLOWING:

The application shall be accompanied by the written consent of the owner or lessee of the premises upon which the sign is to be erected.