



## Department of Commerce

Division of Industrial Compliance &  
Labor  
John R. Kasich, Governor  
David Goodman, Director

### **PLAN SUBMITTAL CHECKLIST** **SIGNAGE & BILLBOARD STRUCTURES**

1. If this project is related to another building construction project currently or recently submitted for permit review, please provide the name and project application number for the other project on this project application within the space provided.
2. Submit a site plan showing property lines, setbacks, utilities, easements, and distances from buildings and structures.
3. Submit structural details, cross sections, wall sections, details including typical connections as required to FULLY describe the construction. Indicate the required design live loads such as wind, snow and seismic loads. Soil test information may be required per OBC Section 1802.
4. If applicable, submit electrical information in accordance with OBC Chapter 27 and the 2008 NEC (National Electric Code, NFPA 70). Verify source of service, disconnecting means and grounding methods if sign is illuminated.
5. Submit manufacturer's specifications, shop drawings and details. Plans and specifications of for the Signage shop drawings including installation details and material and fastener specifications.
6. Elevated walking surfaces shall have continuous guards and handrails complying with section 1003 OBC. Provide guards along the open-sided walkways as required.
7. Provide written consent from the owner or lessee of the property upon which the sign is to be placed in accordance with section 3107 OBC.
8. Indicate anchoring methods for wall mounted signs and attachment details for fascia materials.
9. All structural steel welded and bolted connections, as well as deep caisson or pier reinforcing steel shall require special inspections in accordance with section 1704 OBC. Provide names of the certified individuals and the respective inspections that they will be responsible for.
10. Verify other Ohio Building Code requirements for various signage types per OBC Section 3107.
11. Fees shall be paid for structural and electrical process and plan review if applicable.