

PLAN REVIEW CHECKLIST

The following information shall be provided on all documents submitted for Plan Approval for Signage:

- 1. **DESCRIPTION OF WORK:** Provide a brief description of the scope of work. 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 in the space provided.
- 2. **SITE PLAN:** showing property lines, setbacks, utilities and distances from buildings and structures.
- 3. Provide information to meet the requirements of the Ohio Building Code (OBC) regarding signage. Items below list the typical requirements, but other items may be required depending upon signage type. If you have further questions, contact the Building department.
- 4. Provide **STRUCTURAL INFORMATION** in accordance with the current Ohio Building Code (OBC) including but not limited to: 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 the current OBC.
- 5. **ELECTRICAL INFORMATION:** Provide electrical information in accordance with the current Ohio Building Code and the current National Electric Code (NEC, NFPA 70). Verify source of service, disconnecting means and grounding methods if sign is illuminated.
- 6. **MANUFACTURERS SPECIFICATIONS:** shop drawings and details. Plans and specifications of for the Signage shop drawings including installation details and material and fastener specifications.
- 7. **AUTHORIZATION LETTERS** and **SIGNAGE** construction document information in accordance with the current Ohio Building Code. Provide written consent from the owner or lessee of the property upon which the sign is to be placed.
- 8. Indicate anchoring methods for wall mounted signs and attachment details for fascia materials.
- 9. **SPECIAL INSPECTION** information for compliance with the current Ohio Building Code. All structural steel welded and bolted connections, as well as deep caisson or pier reinforcing steel shall require special inspections. Provide names of the certified individuals and the respective inspections that they will be responsible for.
- 10. **ELEVATION SKETCH** for freestanding signs.
- 11. Drawing indicating the location and size of all other signs on property. (Required by Planning & Zoning)
- 12. Drawing locating and showing dimensions of wall signs on buildings.

If questions for the Division of Planning & Zoning, please contact 419.627.5973 or email Assistant Planner, Alec Ochs, at aochs@ci.sandusky.oh.us.

If questions for the Building Department, please contact 419.627.5940 or email building@ci.sandusky.oh.us.