



Graphics Permit Application

111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-8637 • www.columbus.gov/bzs

DEPARTMENT OF BUILDING
AND ZONING SERVICES

ALL FEES ARE NON-REFUNDABLE • Make checks payable to the Columbus City Treasurer

On Premise Off-Premise (Requires Graphics Commission Approval) Date: _____

Permanent Graphic:

Sign Type:			Subtype:		
<input type="checkbox"/> Wall	<input type="checkbox"/> Ground	<input type="checkbox"/> Projecting	<input type="checkbox"/> New Installation	<input type="checkbox"/> Face Replacement	
<input type="checkbox"/> Roof	<input type="checkbox"/> Billboard	<input type="checkbox"/> Outline Lighting	<input type="checkbox"/> Non-Illuminated	<input type="checkbox"/> Illuminated: <input type="checkbox"/> Internal <input type="checkbox"/> External	
For Ground Signs Only:			Foundation: <input type="checkbox"/> New <input type="checkbox"/> Existing		Height: <input type="checkbox"/> ≤6 FT <input type="checkbox"/> >6 FT

Temporary Graphic: 3376.10 & 3377.27

Type of Submittal: Initial Renewal; Prior Permit No.: _____

Mount Type: Ground Mounted; # of Facings: _____ Wall Mounted (if unable to ground mount)

Installation Date: _____ Removal Date: _____

Miscellaneous Graphic: 3375.11.B (Does not require submittal by a licensed sign erector)

Type of Submittal: Banner (3375.15) Projector Graphic (3375.16) Other (3375.11.B.3): _____

Mount Type: Ground Mounted; # of Facings: _____ Wall Mounted

Installation Date: _____ Removal Date: _____

Job Site Information:

Certified Address Zip Working in Unit Tax District/Parcel Number

Name of Establishment Current Use

Description of Work to be Done:

Graphic Area for this Permit: _____ Sq. Ft. **Graphic is Associated with:** North East South West Bldg. Elevation

Property Owner and Contractor Information:

Property Owner Name

Property Owner Address

Property Owner Telephone Number

Property Owner E-mail Address

Contractor City of Columbus License No.

Company/Contractor Name

Contractor Telephone Number/Ext.

Contractor E-mail Address

Signature of Contractor or Authorized Signer

Print or Type Name

A. Zoning Information & Graphics Related Actions:

1. Zoning District _____ (e.g. C-4, L-C-4, CPD)
2. Case #: Z _____ - _____; Z _____ - _____; Z _____ - _____ (Include amendments); Other: _____
3. Overlay: UCO (Urban Commercial) CCO (Community Commercial) RCO (Regional Commercial) Noe-Bixby University
4. Graphics Commission Action(s): _____

B. Calculation Data for Graphic (Complete only items that apply to the graphic requested; not required for face replacement.

*For signs located in a residential zoning district, complete sections 1, 2, 3, 7, 12, 13, and 14)

1. Setback from street R.O.W. line _____ ft	8. Projecting sign distance from wall to R.O.W. line _____ ft
2. Setback from alley R.O.W. line _____ ft	9. R.O.W. Encroachment: <input type="checkbox"/> YES <input type="checkbox"/> NO
3. Setback from side property lot line _____ ft	10. Projecting sign: distance of encroachment into R/W _____ ft
4. Setback from rear property lot line _____ ft	11. Projecting sign: base of sign to R/W grade _____ ft
5. Number of through traffic lanes (exclude turn lanes) _____	12. Number of multi family dwelling units on same parcel _____
6. Speed limit _____ m.p.h.	13. Linear distance of public street frontage _____ ft
7. Height from grade to top of ground sign _____ ft	14. Residential Wall Sign: Height from grade to top of sign _____ ft

C. Area of Elevation of Building Associated with Sign & Allowable Graphic Area:

NOTE: Items C1, C2, C3 or C4, and C6 must be completed for a new graphic. For face replacements, complete only C5 and C6.

*For signs located in residential zoning districts, only complete C5 if applicable.

1. Width _____ Ft. x Height _____ Ft. = _____ Ft. (Area of Building Associated with Sign)
NOTE: Provide all dimensions necessary to document *Area of Building Associated w/Sign* for complex building elevations.
2. $\sqrt{\text{(Square Root) of Area of Building Associated with Sign: _____ Ft.}}$
3. $\sqrt{\text{(_____)} \times \text{Mass Factor (_____)} = \text{Allowable Graphic Area (_____ Ft.)}}$
NOTE: Use appropriate Mass Factor from C.C. 3377.05A-C; 3377.06A-C; 3377.07A-C; or, 3377.24(B)
4. Allowable Graphic Area calculation **without** a Mass Factor: list code section & provide calculation:
 Zoning Code Section: C.C. _____ Calculation: _____ = **Allowable Graphic Area** (_____ Sq. Ft.)
5. **Existing Graphic Area** (Complete for Face Replacement Only) = _____ Sq. Ft.
6. **Total Graphic Area for Building Elevation** = _____ Sq. Ft.
 (Include all existing signs of same type for same elevation)

D. Signs in Residential Zoning Districts: (In addition to the information required above)

Number of Existing Signs on the Property: Wall _____ Ground _____ Window _____
 Zoning Code Section for Current Sign Proposal: _____

Ground Sign Specifications: Contractors who are registered with COSA may indicate applicable engineering reference from the COSA Structural Standards specifications. Registration # _____
 Otherwise, submit working drawings certified by an Architect or Engineer licensed by the State of Ohio.

Wall Sign Specifications: Contractors who are registered with COSA may indicate applicable engineering reference from the COSA Structural Standards specifications. Registration # _____
 Otherwise, submit working drawings certified by an Architect or Engineer licensed by the State of Ohio.

Information Required for Graphics Compliance Review

- Graphic Permit Application Form;** complete and legible; collate documents into two sets; incomplete information or non-collated permit sets will delay processing
- Site Plan:** All graphics permit applications require a site plan that labels the following items: tenant/user location; sign location; R/W line-of-way and/or property line(s) associated with graphic and setback from graphic or sign to R/W or property line(s).
 - Ground sign setbacks are from the leading edge of the graphic
 - Projecting and wall sign setbacks are from the associated wall
 - Setbacks are measured to R/W line or property line(s), not pavement or lease lines
 - See C.C.C. 3377.09 when any sign encroaches into the public right-of-way
 - The approved Site Compliance Plan must be used for all new construction.

Please be advised that site plans derived from online sources may not be sufficient to document setbacks from a street R/W line.

- Building Elevation:**
 - New graphics require a dimensioned elevation rendering of the associated building or tenant space that also shows the proposed graphic; label height & width of elevation; add other dimensions if the elevation does not approximate a square or rectangle form.
 - Face Replacements for ground, projecting and wall graphics require a dimensioned image of the existing graphic in context, including support structure for ground and projecting graphics. Dimensions are not required for building elevations.

- Graphic Exhibit:** All graphics require a dimensioned drawing that includes any associated support structure.
 - Graphics are to be dimensioned in feet, with decimals provided instead of inches. The area of the graphic must be labeled in squarefeet.
 - Color copies are required only when color is regulated on the subject site. This includes any site in a *Regional Commercial Overlay* (see CCC 3372.806) or when a *Certificate of Appropriateness*, *Certificate of Approval*, Commission board order, or other City of Columbus action regulates color.
 - Zoning code does not require sealed drawings. Call 614-645-7562 for Building Code related issues.

- Additional Requirements (ONE EACH REGARDLESS OF NUMBER OF APPLICATIONS PER SITE)**
 - Zoning ordinance or amendment: include only cover page and text that addresses graphics regulation; always include a committed site plan or building elevation
 - Council variance or Board of Zoning Adjustment action only if it regulates graphics
 - Graphics Commission *Final Board Order* with exhibit(s) approved for the action

- Certificate of Approval or Appropriateness (COA/exhibits for subject sign only)**
 - Include Certificate and associated exhibits including site plan. Both sets of exhibits must be stamped by the approving authority.
 - Color copies are only required if specified on the Certificate.

Do Not Include documents from county auditor's website, Bing/Google, or similar site unless used as a required exhibit (viz. site plan, dimensioned elevation rendering, view of existing sign, etc.).

PLEASE NOTE: Incomplete information will delay processing of this submittal.

Payment instructions will be sent to the applicant's email address.

For all questions regarding this form and fees, please contact us at zoninginfo@columbus.gov or 614-645-8637.

Determination of graphic type, number, size, and location is not a service provided by zoning clearance staff. Please consult a licensed sign erector to perform this analysis. The current list of licensed sign erectors can be found through our Citizen Access Portal: <https://ca.columbus.gov/ca/>.

All zoning compliance reviews of proposed graphics, including preliminary reviews, require a complete application. Please note that results of pre-submittal consultation with zoning staff or a preliminary graphics review do not constitute “preliminary approval” of reviewed graphics.

Graphics Commission actions for a graphics development standard variance or to issue a Special Permit are not graphics permits. Zoning clearance reviewers do not track applications to the Graphics Commission. Applicants must provide their results (commission final order / associated exhibits) with new permit applications or to update existing applications.

Zoning clearance issued to approve site compliance plans or building permits does not include graphics. Graphics approval is by separate permit.

Submission Standards

All exhibits accompanying an application must be suitable for scanned storage. Exhibit size should be limited 8½” x 11” or a maximum of 11” x 17” unless a larger format has been pre-approved by zoning clearance staff.

Process

Allow approximately 20 business days for the entire process. Please note that the 20 business days will not begin until an application number has been assigned. Applications submitted in-person are processed before those received by mail, including services such as FedEx, in date order. Graphics permit applications are routed to the following areas upon submission; they are not processed at the counter.

1. Zoning review
2. Building plans examiner review
3. Customer Service for final processing and permit issuance
4. Permits issued electronically to licensed sign erector/applicant

Application status, # of inspection trips remaining (if applicable), results of an inspection, and licensing information can be viewed online through our Citizen Access Portal: <https://ca.columbus.gov/ca/>.

Contact Information

Direct Columbus zoning code graphics standards questions to the general zoning information line at 614-645-8637 or email zoninginfo@columbus.gov.

Direct Ohio Building Code questions to the building plan review section at 614-645-7562 or Buildingplanreviewinfo@columbus.gov.

Direct records request inquires to 614-645-6082 or BZSrecords@columbus.gov.

For all other matters, contact Customer Service at 614-645-6090 or BZS-intake@columbus.gov.