

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 8¹/₂” 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) U.S.P.S. mail to licensed sign erector or applicant (Miscellaneous Permits only).

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 Recordscenter@columbus.gov.

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