



City of Mansfield

Tim Theaker, Mayor

Bureau of Building Inspections, Licenses and Permits

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Commercial Sign and Canopy Plan Requirements

Ohio Building Code Section (OBC) 105.1 and City Codified Ordinance Section 1339.05 states that any owner or authorized agent shall first make application to the building official and obtain any required approvals. OBC Section 106.1 requires that construction documents (plans) are submitted with an application for plan approval to the Bureau prior to beginning any construction work for a building or structure. The following checklist is used to detail commercial building plan and construction document requirements for review as required by Chapter 1339 of City Codified Ordinance, OBC Section 106.1 and OBC 3107.1.1.

This checklist is used to detail minimum plan requirements and construction document details for commercial sign plans and documents submitted for review. A minimum of three (3) sets of plans and construction documents, an application for plan approval, and proper fees shall be submitted for plan approval.

Pole signs, ground signs, billboards, and pylon signs over six feet (6'-0") in total height above grade shall have all pages of construction documents sealed by an Ohio Registered Design Professional (Architect or Engineer). Signs under six feet (6'-0") in height are exempt from the Ohio Building Code and only require zoning approval.

Exterior Wall signs attached directly to exterior walls using simple connection methods where the sign assembly does not project more than twelve inches (12") from the exterior wall face do not require construction documents sealed by an Ohio Registered Design Professional (Architect or Engineer). Wall signs attached using complex framing or connection methods shall have all pages of construction documents sealed by an Ohio Registered Design Professional (Architect or Engineer).

Other sign configurations may be required to be sealed by a Design Professional. It is recommended to discuss these situations with the Bureau prior to submitting plans to see what plan approval requirements will apply to a specific project. Plans are required to contain adequate information to be properly reviewed. Referring to code sections in general does not allow us to review proposed methods of construction. Plans containing general code references will be returned for more specific information.

For sign submittal packages that include multiple building, wall, ground, pole/pylon, or other structures (i.e. menu boards, canopies, clearance signs, directional signs, banners, temporary signs), please submit an index of all signs covered under the submittal and include applicable page numbers next to each index entry. Provide an overall site exhibit indicating the location of each sign assembly and detailed dimensions so the exact location of each sign can be reviewed. An index is required to be provided in accordance with OBC 106.1.1-1 to clarify the details for each type of sign being submitted for approval.

General Plan and Application Information:

1. ___ Address, contact information, and Ohio license number (if applicable) for:
 - a. Owner
 - b. Architect/Engineer(s); signs that are 6'-0" AFG or that required sealed plans.
 - c. Sign Erection Contractor
 - d. Electrical Contractor
2. ___ Items to be noted on the first sheet:
 - a. Index of Drawings. Include all signs and applicable page numbers.
 - b. Area in gross square feet for each sign(s).
3. ___ All drawings shall be drawn to a recognized scale and properly dimensioned.

4. ___ Letter from property Owner indicating permission for sign erection/construction.

Site Plan:

5. ___ Size and location of all existing and proposed signs.
6. ___ Location of all existing structures and utilities.
7. ___ All property and interior lot lines with distances from lot lines.

Architectural Plans:

8. ___ Building elevations indicating sign locations for wall signs.
9. ___ Elevation views of sign faces.
10. ___ Content and Logos of signs shown to correct color and scale.
11. ___ Cross section of the sign indicating materials of frame, faces, connections, construction details, method of attachment, etc.
12. ___ Electronic Message Display information (as applicable); letter height, message duration,

Structural Design Information:

13. ___ Foundation details and dimensions with cross section for ground and pole signs.
14. ___ Verification that wall assembly can support proposed sign or canopy assembly (parapets, canopies, etc.). Sealed by A/E.
15. ___ Soil Bearing Pressure...lateral and vertical.
16. ___ Wind Loads- OBC 3107.5.1.
17. ___ Seismic Loads- OBC 3107.5.2.
18. ___ Allowable Working Stresses and material specifications- OBC 3107.5.3.

Structural Design Information- cont'd

19. ___ Sign Cabinet materials, specifications, and framing details.

Wall Signs specific

20. ___ Individual Component or total sign weight.
21. ___ Number of Anchors used per sign/letter.
22. ___ Type of anchor (lag, threaded rod, toggle bolt, concrete/masonry anchor
23. ___ Size of anchor (diameter, length, embedment depth)
24. ___ Type of wall construction that sign is mounted to.
25. ___ Cabinet connection details to pole, wall, etc.

Ground/Pylon Signs specific

26. ___ Cabinet connection details to pole or supporting assembly.
27. ___ Pole Specifications.
28. ___ Pole/supporting assembly connection or embedment in foundation.
29. ___ Weld sizes and details.
30. ___ Anchor bolt sizes and specifications.

Canopy Specific

31. ___ Connection Details.
32. ___ Canopy framing and framing connections.
33. ___ Canopy material specifications.
34. ___ Details of fabric/coverings.

Electrical:

35. ___ UL listings and fixture number of all components or assembly.
36. ___ Electrical Service details for signs that have a dedicated electrical service from the Power Company.
37. ___ Branch circuit size, number, and panel location where circuit is fed from.
38. ___ Conductor Size and number of conductors.
39. ___ Equipment ground conductor size and number of conductors.
40. ___ Conduit Size (diameter) and type, if used.
41. ___ Depth of Cover for underground installations
42. ___ Disconnect rating.
43. ___ Disconnect Type.
44. ___ Disconnect location...must be within site of the sign or a locking disconnect shall be provided per NEC 600.6
45. ___ Methods of grounding/bonding. NEC 410.15(B) and 600.7.
46. ___ Size of grounding/bonding conductors from #32.
47. ___ Number and size of ground rods at pole base(s).
48. ___ Grounding/Bonding of foundation reinforcing steel (rebar) per NEC 250.52.