



# City of Mansfield

## Jodie Perry, 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.

To Apply for Sign and Canopy Approval/Permit, the following items are required:

1. Completed Application for Zoning Plan Approval for all signs.
2. Completed Application for Commercial Building Plan Approval where structural or electrical approval is required. Please note that only the Exterior Signage and Canopy information sheet (in lieu of the entire application, please read instructions) needs to be submitted when submitted at the same time as the Zoning Approval Application.
3. Site plan per the site plan information as noted below. For sign submittal packages with multiple signs, please include an overall site exhibit as described below.
4. Sign Construction documents as described in this guide.
5. Sign and Zoning plan approval/permit fees. Fees must be submitted in full and at the time of application. Sign plans will not be reviewed until fees are paid in full.

This checklist is used to detail minimum plan requirements and construction document details for commercial sign plans and documents submitted for review.

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.
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.

**CITY CODIFIED ORDINANCE SECTION 1339.181 ELECTRONIC MESSAGE DISPLAY SIGNS.**

(a) Electronic message display (EMD) signs shall be permitted, subject to the requirements of Section [1339.18](#) and the following restrictions:

- (1) Display must remain on for a minimum of ten (10) seconds.
- (2) No moving, flashing, scrolling or other forms of animation or illusion of the same, including, but not limited to rolling or exploding letters.
- (3) Only one EMD per site.
- (4) Letters and/or numbers not to exceed twenty-four (24) inches in height.
- (5) EMDs shall not operate at brightness levels of more than three-tenths (.3) foot-candles above ambient light, as measured by a footcandle meter.

A. Brightness shall be measured as follows: At least 30 minutes past sunset, use a footcandle meter to record the ambient light reading for the area while the digital display of the sign is either off or displaying all black copy. Turn on the digital display of the sign to full white copy and take another reading. If the difference is three-tenths (.3) foot candles or less, the brightness is properly adjusted. The reading should be taken with the footcandle meter aimed directly at the digital sign at the appropriate distance.

1. A sign measuring between zero (0) and one hundred (100) square feet is to be measured from one hundred (100) feet from the sign.
2. A sign measuring between one hundred and one (101) and three hundred and fifty (350) square feet is to be measured from one hundred and fifty (150) feet from the sign.
3. A sign measuring between three hundred and fifty-one (351) and six hundred and fifty (650) square feet is to be measured from two hundred (200) feet from the sign.
4. A sign measuring between six hundred and fifty-one (651) and one thousand (1000) square feet is to be measured from two hundred and fifty (250) feet from the sign.
5. A sign measuring over one thousand (1000) square feet is to be measured from three hundred and fifty (350) feet from the sign. (Ord. 12-186. Passed 12-18-12.)