

# SIGNAGE APPLICATION - 1 of 4 PAGES

Engineering, Planning & Building Department - 540 Laird Avenue S.E. - Warren, Ohio 44484  
Phone: (330) 841-2916 or (330) 841-2617

## Application Instructions:

1. **Complete the signage application form in its entirety.** To be accepted the requested information shall be prepared by legible handwriting or typed.
2. Attach a copy of your Warren Redevelopment and Planning approval letter if your proposed signage will be displayed within the Central Business District.  
Reference: Codified Ordinance 157.01 for details or for more information contact W.R.A.P (330) 841-2566
3. Read the signage submittal checklist prior to submitting your signage application.
4. Prohibited Signs: Verify prior to submitting your application if your sign can be permitted. Reference: Codified Ordinance 1325.06 Prohibited Signs.
5. Return the completed **signage application, plan submittal checklist, two (2) sets of sign drawings** to start the review and approval process. Approvals can be expected to be returned to the applicant no later than 30 days after receipt of the required application and plans. No applications will be reviewed at the time of submittal. *Incomplete applications will be returned to the applicant and delay the review process.*
6.  **FEE PAYMENT ENCLOSED.** Please make check or money order payable to:  
City of Warren.

**REMINDER:** Do not forget to add the OBBS 3% assessment to the commercial/industrial sign permit fee total.

**Mail to:** Engineering, Planning & Building Department  
**Attn: Signage Application**  
540 Laird Avenue S.E.  
Warren, Ohio 44484

# SIGNAGE APPLICATION

## Applicant Information:

First & Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Number and Street Name (unit No :) City State Zip Code

Phone # including area code: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Sign Contractor, Installer Information:

City of Warren Registered Contractor Name: \_\_\_\_\_

City of Warren Contractor Registration Certificate Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Number and Street Name (unit No :) City State Zip Code

Phone # including area code: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Electrical Installer Information:

City of Warren Registered Contractor Name: \_\_\_\_\_

City of Warren Contractor Registration Certificate Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Number and Street Name (unit No :) City State Zip Code

Phone # including area code: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Owner or Lessee of the property upon which sign is to be placed. Consent Information: Codified Ordinance 1325.04 (a) (1)

First & Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Number and Street Name (unit No:) City State Zip Code

Phone # including area code: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Signature of Owner or Lessee: \_\_\_\_\_

Date Authorized: \_\_\_\_\_

## Proposed Signage Location:

Address: \_\_\_\_\_ Suite# \_\_\_\_\_

Trumbull County Parcel Identification No: \_\_\_\_\_

Is this parcel located on a corner: Yes \_\_\_ No \_\_\_

<b>Zoning Classification</b>	Commercial / Manufacturing	Residential
------------------------------	----------------------------	-------------

\*NOTE: Monument, blade, pylon, ground or low profile mounted signs must meet both front setbacks.

Is this A:  Single building  Multiple occupancy building  Vacant parcel of land

Additional Comments regarding Signage Location: \_\_\_\_\_

**TOTAL VALUATION OF LABOR AND MATERIALS FOR SIGNS:** \$ \_\_\_\_\_

Fill out the table below for each proposed sign with the following information:

- **Reason:** New, Replacement, Alteration, Location change, etc.
- **Type:** Monument or Blade, Pylon, Pole, Ground or Low Profile, Wall or Fascia on Storefront, Roof Sign, Building Mounted, Canopy Sign on free-standing canopy, Projecting, Residential or Commercial Sub-division Entry, Banner, Outdoor advertising, Special Promotion, Portable, Special event sign in public-way, Window, Menu board, Temporary, Residential, specify type. etc.
- **Front Setback:** From Setback (in feet) from right-of-way of the proposed sign.
- **Dimensions:** Height, Width, and Depth (in feet)
- **Area:** Sign area in square feet.
- **Illumination:** Internal or External
- **Sides:** Number of sides that will be displayed.
- **Linear Feet:** Linear feet of the front building wall enclosing space occupied by the business. (2 for corner lots)

SIGNAGE TABLE										
Sign	Reason	Type	Front Setback	Dimensions			Area	Illumination	Sides	Linear Feet
				Height	Width	Depth				
1										
2										
3										
4										
5										
6										

<b>Total Area of Signs</b>									
<p><b>PERMIT FEES.</b> One dollar (\$1.00) per square foot of sign area, with a minimum fee of twenty dollars (\$20.00)</p> <p><b>Add \$25.00 Electrical Inspection Fee.</b> Applies to new and existing illuminated signs.</p> <p><b>Add \$25.00 Electrical underground inspection</b> if applicable.</p> <p><b>Add 3% OBBS state assessment fee for commercial/industrial</b> sign submittals.</p> <p><b>Commercial Signs Only: TOTAL FEE WITH OBBS 3% STATE ASSESSMENT ADDED.</b></p>								Building Dept. Use Signage Review <b>APPROVED BY:</b>  Zoning Review <b>APPROVED BY:</b>	



## SIGNAGE SUBMITTAL CHECKLIST

1. Submit 1 set of date stamped photographs of existing building that show all sides of the building.
  2. Submit 1 set of date stamped photographs of existing site conditions viewing from the street(s).
  3. Submit a site plan showing property lines, setbacks, utilities, easements, and distances from buildings and structures.  Included  If not included explain why below.
- 
4. Submit 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 Ohio Building Code, Section 1802.
  5. If applicable, submit the electrical information at the time of application. Electrical information shall be submitted in accordance with the applicable edition of the Ohio Building Code Chapter 27 and the National Electrical Code, NFPA 70. Verify source of service, disconnecting means and grounding methods for all signs even if the electrical serving the sign is existing. The electrical inspection fees shall be in addition to the required sign permit fee.
  6. Submit the manufacturer's specifications, shop drawings and details. Plans and specifications for the signage shop drawings including the installation details and material fastener specifications.
  7. If elevated walking surfaces are present they shall have continuous guards and handrails complying with section 1003 of the Ohio Building Code. Provide guard and handrail details for open-sided walkways as required.
  8. Indicate anchoring methods for wall mounted signs and attachment details for fascia materials.
  9. All structural steel welded and bolted connections, as well as deep caisson or pier reinforcing steel shall require special inspections in accordance with section 1704 of the Ohio Building Code. Provide names of the certified individuals and the respective inspections that they will be responsible for.
  10. Prior to submittal the applicant shall verify other Ohio Building Code requirements for various signage types per Ohio Building Code Section 3107.
  11. Additional fees shall be paid for structural and electrical process and plan review if applicable.
  12. There may be deed or lease agreement restrictions on the property that differ from, and may be more restrictive than the City of Warren Codified Ordinances as it relates to signage installations. You are responsible for checking your deed or lease agreement to make sure that any proposed project meets any restrictions that may be in effect. The City of Warren does not enforce property deed or lease agreement restrictions and is not liable for damages caused by the applicant due to the applicant, owner or lessee's neglect to properly make a thorough investigation regarding other restrictions placed upon them in any other agreements.